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2. CONTRACT NO. GS-00F-0059M	3. AWARD/EFI 28-Mar-20	ECTIVE DATE		R NUMBER 34-06-F-1080		5. SOLICITAT	ION NUMBER	6. SC	DLICITATION ISSUE DATE
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25. ACCOUNTING AND APPROPRIA	ATION DATA						26. TOTAL A	WARD AMOUN	T (For Govt. Use Only)
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SOW

Washington Headquarters Services Administration and Program Support Directorate Administrative and Professional Services STATEMENT OF WORK January 12, 2006

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Manpower and Workforce Planning; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Management Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 19 Contractor personnel and 7 OPTIONAL CONTRACTOR PERSONNEL listed herein:

- 3.1 <u>Security Specialist Support Services</u>: Requirement for One (1) Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources.

 Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.2 <u>Facilities Specialist Support Services</u>: Requirement for One (1) Senior Facilities Specialist and One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:
- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

- 3.4 <u>Communications Management Support Services</u>: Requirement for One (1) Communications Specialists and One (1) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.4.1 Communication Specialists shall provide written communications plans, news articles,

- speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web sites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

- 3.5 <u>Financial Analyst Support Services</u>: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:
- 3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.
- 3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

- 3.6 <u>Management Analysis and Reporting Support Services</u>: Requirement for One (1) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.6.2. Develop management reporting metrics, life cycle project cost and analyses.
- 3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

- 3.7 Office Management and Special Project Support Services: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:
- 3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.
- 3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

- 3.8 <u>Senior Human Resources Analyst Support Services</u>: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:
- 3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.
- 3.8.2 Manage human resource databases and develop information papers, guidelines and policies.
- 3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

- 3.9 <u>Program Management Support Services</u>: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:
- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

- 3.10 <u>Administrative Support Services</u>: Requirement for three (3) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:
- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

- 3.11 <u>OPTIONAL Junior Security Specialist Support Services</u>: Requirement for One (1) (OPTIONAL) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.12 <u>OPTIONAL Junior Facilities Specialist Support Services</u>: Requirement for One (1) (OPTIONAL) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.13 OPTIONAL Communications Management Support Services: Requirement for One (1) (OPTIONAL) Communications Specialists to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web—sites and promotional materials; develop graphics-enhanced presentations, photography—and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

3.14 OPTIONAL Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) (OPTIONAL) Continuity of Operations (COOP) Specialist and One (1) (OPTIONAL) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations. Services shall include but are not limited to:

- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.

 Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

- 3.15 OPTIONAL Management Analysis and Reporting Support Services: Requirement for Two (2) (OPTIONAL) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.
- 3.15.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

- 6.1 Facilities, Supplies and Services Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.
- 6.2 Information and Documentation The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day Dr. Martin Luther King, Jr.'s Birthday President's Day Memorial Day Independence Day Labor Day Columbus Day Veteran's Day Thanksgiving Day Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTERST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the

Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
 - (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
 - (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

- 11.1 General
- 11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.
- 11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:
 - (a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;
 - (b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment (c) may otherwise cause a reasonable person to question his/her impartiality.
- 11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.
- 11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing

this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Invoices shall be submitted once per month.

13.0 INVOICES:

13.1 Please submit invoices to the following addressee:

WHS/APO

Attn: Nadine Payne, Contracting Officer

(b)(2),(b)(6)

- 13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:
 - a. Name and address of the contractor (legal and doing business as);
 - b. Cage Code number;
 - c. Invoice number and date;
 - d. Contract number and/or Task Order number;
 - e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
 - f. Period of Performance covered by invoice;
 - g. Name, title and phone number of person to be notified in case of defective invoices.
 - h. Shipment number

14.0 **CONTRACT POC:**

Ms. Nadine D. Payne
Contracting Officer
Washington Headquarters Services (WHS)
(b)(2),(b)(6)

Page 13 of 14

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE
0001 12 Months
Labor (b)(4)

(b)(4)

FFP

The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW. POP: April 1, 2006 - March 31, 2007.

PURCHASE REQUEST NUMBER: H9126860320002000

NET AMT (b)(4)

ACRN AA

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE

0002 12 Months

OPTION Labor

UNIT PRICE (b)(4) (b)(4)

PTION Labor FFP

The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW. POP: April 1, 2007 - March 31, 2008.

PURCHASE REQUEST NUMBER: H9126860320002000

NET AMT

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
0002	POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

ACCOUNTING AND APPROPRIATION DATA

AA: 97601<u>00.2020.6010.25</u>99.S49447.DHAC60101 AMOUNT (b)(4) CIN H91268603200020000001 (b)(4)

CLAUSES INCORPORATED BY REFERENCE

52.217-8	Option To Extend Services	NOV 1999
52.217-9	Option To Extend The Term Of The Contract	MAR 2000
52.237-3	Continuity Of Services	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991

			TO LET COLUMN LOT		1. CONTRACTI	D CODE	1:	PAGE OF PAGES
AMENDMENT OF SO	LICITA	TTON/MODII	FICATION OF CONTRACT		J			1 27
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJE	CTNO	(Ifapplicable)
P00001		31-May-2006	H9126860320002000					
6. ISSUED BY	CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		COD	E		
DODWHS/ACQUISITION & PROCUREMENT O ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	FFICE		See Item 6					
8. NAME AND ADDRESS OF CONTR	ACTOR (No., Street, County,	State and Zip Code)	П	9A. AMENDME	NT OF	SOLIC	CITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 OR LANDO FL 32826-3009				\dagger	9B. DATED (SE	E ITEM	f 11)	
				Х	10 A. MOD. OF 4 HQ0034-06-F-1	CONTR. 080	ACT/0	ORDER NO.
					10B. DATED ()	ŒE ITE	M 13])
CODE ONF98	11 '	FACILITY COL	DE		28-Mar-2006			
The above numbered solicitation is amende					is extended.	isnote	extended	d
(a) By completing Items 8 and 15, and retu or (c) By separate letter or telegram which RECEIVED AT THE PLACE DESIGNAT REJECTION OF YOUR OFFER. If by vin provided each telegram or letter makes refe	ming includes are ED FOR TH tue of this am rence to the s	copies of the amendme ference to the solicitation E RECEIPTOF OFFERS endment you desire to ch rolicitation and this amen	cified in the solicitation or as amended by one of the fit; (b) By acknowledging receipt of this amendment, and amendment numbers. FAILURE OF YOUR A PRIOR TO THE HOUR AND DATE SPECIFIED ange an offer already submitted, such change may be diment, and is received prior to the opening hour an	nt on CKN MA e mac	each copy of the offe NOWLED GMENTT Y RESULTIN de by telegram or lett	O BE	ed;	
12. ACCOUNTING AND APPROPRIA See Schedule	AT ION DA	ATA (If required)						
13.			TO MODIFICATIONS OF CONTRACTS CT/ORDER NO. AS DESCRIBED IN ITE					
A. THIS CHANGE ORDER IS ISSUE CONTRACT ORDER NO. IN IT		ANT TO: (Specify a	authority) THE CHANGES SET FORTH	IN I	TEM 14 ARE M	ADE IN	THE	
			OTO REFLECT THE ADMINISTRATIV SUANT TO THE AUTHORITY OF FAR			s change	es in p	aying
X C. THIS SUPPLEMENT AL AGREE FAR Part 52.243-4 Changes			URSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modific	ation and:	authority)						
E. IMPORTANT: Contractor	ís not, [x is required to sig	gn this document and return1	cop	ies to the issuing	office.		
where feasible.) Modification Control Number: p	aynen061	281	I by UCF section headings, including solici for OPTIONAL personnel and 2) order a		·			
Except as provided herein, all terms and conditi 15 A. NAME AND TITLE OF SIGNER			19A or 10A, as heretofore changed, remains unchan 16A. NAME AND TITLE OF COLUMN ACTING OFFICER	NTF			pe or j	print)
			NADINE PAYNE / CONTRACTING OFFICER TEL: 703-696-2005		EMAIL: nadine.payn	e@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNE	D 16B. UNITED STATES OF AMER	tIC⊅	1		16C. I	DATE SIGNED
			BY //antene		ELLISTELL		231	Jun-2006
(Signature of person authorized to	sígn)		(Signature of Contracting Off	îcer)		0	

FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 0002

This CLIN has been renumbered to CLIN 1001.

The CLIN description has changed from Labor to Option Yr 1: Labor.

The CLIN extended description has changed from The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW. POP: April 1, 2007 - March 31, 2008. to The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW.

CLIN 0002 is added as follows:

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE (b)(4) (b)(4)

Junior Admin Asst

FFP

The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.

NET AMT (b)(4)

ACRN AB

CLIN 0003 is added as follows:

ITEM NO 0003 OPTION	SUPPLIES/SERVICES BASE YR - OPT Junior S	QUANTITY 12 ecurity Spec	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)
	FFP The Contractor shall provide advice, recordifices in all areas of the s	nmendations, and	documentation		
				NET AMT	(b)(4)
1	CLIN 0004 is added as follo	ws:			
ITEM NO 0004 OPTION	SUPPLIES/SERVICES BASE YR - OPT Junior F FFP The Contractor shall prove The Contractor shall prove	ide (1) Optional Ju		•	(b)(4)
	support of facilities progra space allocations, renovat	ım management.	The contractor		
				NET AMT	(b)(4)
	CLIN 0005 is added as follo	ws:			
ITEM NO 0005	SUPPLIES/SER VICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
OPTION	BASE YR - OPT Commu FFP The Contractor shall providevelopment in support of management. The contractinternal and external communications, special events coand other strategic communications.	nications Mgmt Space (1) Optional Code (1) Optional Code policy advice, of the communication and code polications planning ordination, communications planning the communication, communications planning the code (1) Optional Code	opt ommunications program execus communication oublic affairs seeing and product unity outreach,	Specialist Personnel. tion and product s programs rvices including s, media relation's crises communications,	
				NET AMT	(b)(4)

CLIN 0006 is added as follows:

0006	SUPPLIES/SERVICES	QUANTITY 12	UNII Months	(b)(4)	(b)(4)
OPTION	BASE YR - OPT - COOF FFP	& Antiterrorism			
	The Contractor shall prov Specialist and (1) Optiona provide analytical and log project management skills continuity capabilities in a	l antiterrorism (A' istical support. The s to support emerge	F) Specialist. The contractor shency, AT and b	the contractor shall all provide professional usiness	
				NET AMT	(b)(4)
,	CLIN 0007 is added as follo	ows:			
ITEM NO 0007 OPTION	SUPPLIES/SERVICES BASE YR - OPT Mgmt A	QUANTITY 12 Analysis & Rpt Sup	UNIT Months opt	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	The Contractor shall provide a of all management analys present management repo	dvice, recommend is and reporting. T	lations, and doc The contractor s	umentation in support	
				NET AMT	(b)(4)

CLIN 0008 is added as follows:

8000	SUPPLIES/SERVICES	QUANTITY 1	UNIT Lot	UNIT PRICE (b)(4)	AMOUNT (b)(4)
OPTION	BASE YR - TRAVEL	•	200		
	FFP The contractor shall be recourse of providing service be approved by the COR at L. 99-234 and FAR Part 3 Funding Fee does not app.	es in accordance v and per diem charg 1. Travel shall no	vith the SOW. ges are governed t exceed (b)(4)	Allowable travel shall	
				NET AMT	(b)(4)
	CLIN 1002 is added as follo	me.			
,	CLIN 1002 is added as folio	ws.			
ITEM NO	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
ITEM NO	SUPPLIES/SERVICES Option Yr 1: Junior Adm:	QUANTITY 12		LINIT PRICE (b)(4)	
ITEM NO	SUPPLIES/SERVICES	QUANTITY 12 in Asst de advice, recommunctions. These apprepare graphic proparatabases managem occdures, compose signated manager;	Months mendations, and dministrative ta esentations; performent, compile de ereports and co	documentation in sks include but not form typing, ata of operating unit prespondence	

NET AMT

(b)(4)

CLIN 1003 is added as follows:

ITEM NO 1003 OPTION	SUPPLIES/SERVICES Option Yr 1: Jr Security S	QUANTITY 12 Suppt Svcs	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)
	FFP The Contractor shall provide advice, reconfices in all areas of the s	mmendations, and	documentation		
				NET AMT	(b)(4)
(CLIN 1004 is added as follo	ows:			
ITEM NO 1004 OPTION	SUPPLIES/SERVICES Option Yr 1:Jr Facilities S FFP The Contractor shall prov The Contractor shall prov support of facilities progra space allocations, renovat	ide (1) Optional Ju ide advice, recomm am management. T	endations, and the contractors	documentation in	AMOUNT (b)(4)
				NET AMT	(b)(4)
(CLIN 1005 is added as follo	ows:			
ITEM NO 1005 OPTION	SUPPLIES/SERVICES Option Yr 1: Communicate FFP The Contractor shall providevelopment in support of management. The contractinternal and external communication support, special events country and other strategic communication.	ide (1) Optional Co ide policy advice, p f information and co ctor shall provide po- munications planning ordination, communication, communication,	orogram execut communication ublic affairs se ng and product nity outreach, o	ion and product s programs rvices including s, media relation's crises communications,	AMOUNT (b)(4)
				NET AMT	(b)(4)

CLIN 1006 is added as follows:

11EM NO 1006	SUPPLIES/SER VICES	QUANTITY 12	UNII Months	(b)(4)	(b)(4)			
OPTION	Option Yr 1: COOP & A FFP	ntiterrorism	11101111					
	The Contractor shall provide (1) Optional Continuity of Operations (COOP)							
	Specialist and (1) Optional provide analytical and log project management skills continuity capabilities in a	sistical support. The to support emerge	ne contractor shency, AT and b	all provide professional usiness				
				NET AMT	(b)(4)			
				TUDI FILVIT				
	CLIN 1007 is added as follo	ows:						
ITEM NO 1007	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)			
OPTION	Option Yr 1: Mgmt Anal FFP	Option Yr 1: Mgmt Analysis & Rpt Suppt						
	The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and							
	present management repo	1 0						
				NET AMT	(b)(4)			

CLIN 1008 is added as follows:

ITEM NO 1008 OPTION	SUPPLIES/SERVICES Option Yr 1: TRAVEL	QUANTITY 1	UNIT Lot	LINIT PRICE (b)(4)	AMOUNT (b)(4)				
	The Contractor shall reim course of providing service be approved by the COR at L. 99-234 and FAR Part 3 Funding Fee does not app	es in accordance vand per diem chargan. Travel shall no	with the SOW. The same governed to exceed (b)(4)	Allowable travel shall					
				NET AMT	(b)(4)				
	CLIN 2001 is added as follo	ows:							
ITEM NO 2001 OPTION	SUPPLIES/SERVICES Option Yr 2: Labor	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	(b)(4) A MOLINIT				
	FFP The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW.								
				NET AMT	(b)(4)				
,	CLIN 2002 is added as follo	ows:							
ITEM NO 2002 OPTION	SUPPLIES/SERVICES Option Yr 2: Junior Adm FFP The contractor shall provi support of various office f limited to: Research and	de advice, recomm functions. These a	dministrative ta	isks include but not	A MOLINIT (b)(4)				
	proofreading, filing, and oprograms, policies, and procontaining decisions of demanagement and supply respectively.	latabases managen ocedures, composesignated manager;	nent, compile de reports and co	ata of operating unit orrespondence					
				NET AMT	(b)(4)				

CLIN 2003 is added as follows:

ITEM NO 2003	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)	
OPTION	Option Yr 2: Junior Secur FFP	rity Spec				
	The Contractor shall provi shall provide advice, recor- offices in all areas of the s	nmendations, and	documentation			
				NET AMT	(b)(4)	
(CLIN 2004 is added as follo	ws:				
ITEM NO 2004 OPTION	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	LIMIT PRICE (b)(4)	AMOUNT (b)(4)	
OPTION	Option Yr 2: Junior Facilities Spec FFP The Contractor shall provide (1) Optional Junior Facilities Specialist Personnel. The Contractor shall provide advice, recommendations, and documentation in support of facilities program management. The contractor shall coordinate office space allocations, renovations and relocations.					
				NET AMT	(b)(4)	

CLIN 2005 is added as follows:

ITEM NO 2005	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	(b)(4)	AMOUNT (b)(4)
OPTION	Option Yr 2: Communica FFP		Wichidis		
	The Contractor shall providevelopment in support of management. The contractinternal and external communications, special events coordinate of the contraction of the	de policy advice, prinformation and cotor shall provide prounications planniordination, commu	orogram executions ublic affairs ser ng and products nity outreach, c	on and product programs vices including , media relation's rises communications,	
				NET AMT	(b)(4)
ITEM NO 2006 DPTION	CLIN 2006 is added as follo SUPPLIES/SERVICES Option Yr 2: COOP & An FFP The Contractor shall provi Specialist and (1) Optiona provide analytical and log project management skills continuity capabilities in ac	QUANTITY 12 titerrorism de (1) Optional Coll antiterrorism (AT istical support. The to support emerge	() Specialist. The contractor sharency, AT and bu	ne Contractor shall ll provide professional siness	AMOUNT (b)(4)

NET AMT

(b)(4)

CLIN 2007 is added as follows:

ITEM NO 2007 OPTION	SUPPLIES/SERVICES Option Yr 2: Mgmt Analy	QUANTITY 12 vsis & Rpt Suppt	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	FFP The Contractor shall provide a Contractor shall provide a of all management analysi present management repor	dvice, recommend s and reporting. T	ations, and doo he contractor s	cumentation in support	
				NET AMT	(b)(4)
,	CLIN 2008 is added as follo	ws:			
ITEM NO 2008 OPTION	Option Yr 2: TRAVEL FFP The Contractor shall reiml course of providing service be approved by the COR at L. 99-234 and FAR Part 3 Funding Fee does not app.	es in accordance v and per diem charg 1. Travel shall no	with the SOW. ges are governed (b)(4)	Allowable travel shall d by the JTR, FTR, Pub. The Industrial	AMOUNT (b)(4)
				NET AMT	(b)(4)
ACC	OUNTING AND APPROPI	RIATION			
	nary for the Payment Office				
(b)(4)	As a result of this modification to (b)(4)	on, the total funde	ed amount for t	his document was increased b	from
	I 0002: ing on CLIN 0002 is initiate	d as follows:			
2	ACRN: AB				
g	CIN: 000000000000000000000000000000000000	000000000000			
	Acctng Data: 9760100.2020 Increase: (b)(4)	. 6010.2599.S4944	47.DHAC6024	3	

Total (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 0001 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

The following Delivery Schedule Item has been deleted from CLIN 0002:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2007 TO N/A N/A

31-MAR-2008 FOB: Destination

The following Delivery Schedule item has been added to CLIN 0002:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-JUN-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

The following Delivery Schedule item has been added to CLIN 0003:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

The following Delivery Schedule item has been added to CLIN 0004:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

The following Delivery Schedule item has been added to CLIN 0005:

	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination		
The follo	owing Delivery Schedule iter	n has been added to	CLIN 0006:		
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination		
The follo	owing Delivery Schedule iter	n has been added to	CLIN 0007:		
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination		
The follo	owing Delivery Schedule iter	n has been added to	CLIN 0008:		
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination		
The follo	owing Delivery Schedule iter	n has been added to	CLIN 1002:		
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination		
The following Delivery Schedule item has been added to CLIN 1003:					
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination		
The following Delivery Schedule item has been added to CLIN 1004:					
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination		

The following Delivery Schedule item has been added to CLIN 1005:

	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination		
The foll	owing Delivery Schedule iter	n has been added to	CLIN 1006:		
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination		
The foll	owing Delivery Schedule iter	n has been added to	CLIN 1007:		
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination		
The foll	owing Delivery Schedule iter	n has been added to	CLIN 1008:		
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination		
The foll	owing Delivery Schedule iter	n has been added to	CLIN 2001:		
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination		
The following Delivery Schedule item has been added to CLIN 2002:					
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination		
The following Delivery Schedule item has been added to CLIN 2003:					
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC	
	POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination		

The following Delivery Schedule item has been added to CLIN 2004:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

The following Delivery Schedule item has been added to CLIN 2005:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

The following Delivery Schedule item has been added to CLIN 2006:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

The following Delivery Schedule item has been added to CLIN 2007:

DELIVERY DATE OUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

The following Delivery Schedule item has been added to CLIN 2008:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 0002:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

The following Acceptance/Inspection Schedule was added for CLIN 0003:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

The following Acceptance/Inspection Schedule was added for CLIN 0004:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

The following Acceptance/Inspection Schedule was added for CLIN 0005:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT E Governmer
The following Acceptance/Inspecti	on Schedule was added f	for CLIN 0006:	
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT E
Destination	Government	Destination	Governmen
The following Acceptance/Inspecti			
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT E
Destination	Government	Destination	Governmen
The following Acceptance/Inspecti			
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT I
Destination	Government	Destination	Governmer
The following Acceptance/Inspecti			
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT I
Destination	Government	Destination	Governmen
The following Acceptance/Inspecti	on Schedule was added f	For CLIN 1003:	
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT I
Destination	Government	Destination	Governmen
The following Acceptance/Inspecti			
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT I
Destination	Government	Destination	Governme
The following Acceptance/Inspecti			
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT I
Destination	Government	Destination	Governmen
The following Acceptance/Inspecti	on Schedule was added f	or CLIN 1006:	
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT I
Destination	Government	Destination	Governmen
The following Acceptance/Inspecti	on Schedule was added f	for CLIN 1007:	
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT I
Destination	Government	Destination	Governmen
The following Acceptance/Inspecti			
INSPECT AT	INSPECT BY	ACCEPT AT	
INSPECT AT	INSPECT BY Government	ACCEPT AT Destination	ACCEPT I Governmen ACCEPT I

Destination	Government	Destination	Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	for CLIN 2002: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	or CLIN 2003: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	or CLIN 2004: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	or CLIN 2005: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added for INSPECT BY Government	or CLIN 2006: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	for CLIN 2007: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	or CLIN 2008: ACCEPT AT Destination	ACCEPT BY Government

The following have been modified: <u>SOW</u>

Washington Headquarters Services Administration and Program Support Directorate Administrative and Professional Services STATEMENT OF WORK January 12, 2006

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following

special programs: <u>Federal Advisory Committees</u> (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; <u>WHS Combined Federal Campaign</u>; WHS Training Program; WHS Travel Program; WHS Manpower and Workforce Planning; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Management Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 19 Contractor personnel and 7 OPTIONAL CONTRACTOR PERSONNEL listed herein:

- 3.1 <u>Security Specialist Support Services</u>: Requirement for One (1) Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.2 <u>Facilities Specialist Support Services</u>: Requirement for One (1) Senior Facilities Specialist and One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:
- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

- 3.4 <u>Communications Management Support Services</u>: Requirement for One (1) Communications Specialists and One (1) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and

support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web—sites and promotional materials; develop graphics-enhanced presentations, photography—and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

- 3.5 <u>Financial Analyst Support Services</u>: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:
- 3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.
- 3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

- 3.6 <u>Management Analysis and Reporting Support Services</u>: Requirement for One (1) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.6.2. Develop management reporting metrics, life cycle project cost and analyses.
- 3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

- 3.7 Office Management and Special Project Support Services: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:
- 3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.
- 3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.
 - Outputs: Administrative and business related documents and presentations.
- 3.8 <u>Senior Human Resources Analyst Support Services</u>: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:
- 3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.
- 3.8.2 Manage human resource databases and develop information papers, guidelines and policies.
- 3.8.3 Recommend and initiate strategies for process improvements.
 - Outputs: Human resource related information papers, policy documents and presentations.
- 3.9 <u>Program Management Support Services</u>: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:
- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.
 - Outputs: Documents and presentations.
- 3.10 <u>Administrative Support Services</u>: Requirement for three (3) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:
- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

- 3.11 OPTIONAL Junior Security Specialist Support Services: Requirement for One (1) (OPTIONAL) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.12 <u>OPTIONAL Junior Facilities Specialist Support Services</u>: Requirement for One (1) (OPTIONAL) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.13 <u>OPTIONAL Communications Management Support Services</u>: Requirement for One (1) (OPTIONAL) Communications Specialists to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web—sites and promotional materials; develop graphics-enhanced presentations, photography—and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

- 3.14 OPTIONAL Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services:
 Requirement for One (1) (OPTIONAL) Continuity of Operations (COOP) Specialist and One (1) (OPTIONAL)
 Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations. Services shall include but are not limited to:
- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.

 Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content.

3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

- 3.15 OPTIONAL Management Analysis and Reporting Support Services: Requirement for Two (2) (OPTIONAL) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.
- 3.15.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

3.16 <u>Junior Administration Assistant:</u> Requirement for One (1) Junior Administration Assistant to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

- 6.1 Facilities, Supplies and Services Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.
- 6.2 Information and Documentation The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. <u>TRAVEL</u>

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTERST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the

Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
 - (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
 - (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

- 11.1 General
- 11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.
- 11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:
 - (a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;
 - (b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment
 - (c) may otherwise cause a reasonable person to question his/her impartiality.
- 11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.
- 11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in

performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.

13.0 **INVOICES**:

- 13.1 Please submit invoices electronically to the COR.
- 13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:
 - a. Name and address of the contractor (legal and doing business as);
 - b. Cage Code number;
 - c. Invoice number and date;
 - d. Contract number and/or Task Order number;
 - e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
 - f. Period of Performance covered by invoice;
 - g. Name, title and phone number of person to be notified in case of defective invoices.
 - h. Shipment number

14.0 **CONTRACT POC:**

Ms. Nadine D. Payne
Contracting Officer
Washington Headquarters Services (WHS)
(b)(2),(b)(6)

(End of Summary of Changes)

			1. CONTRACT	ID CODE	PAGE OF PAGES
AMENDMENT OF SOLICIT	ATION/MODIF	ICATION OF CONTRACT	J		1 15
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT	NO.(Happlicable)
P00002	21-Jul-2006	H9126860320002000			
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item6)	COI	DE HQ00)34
WHS, ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON RPN SUITE 12063 WASHINGTON DC 20301-1155		DODMHS/ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CE		
8. NAME AND ADDRESS OF CONTRACTOR	(No., Street, County,	State and Zip Code)	9A. AMENDMI	ENT OF SO	LICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009			9B. DATED (S	EE ITEM 1	1)
		X	10 A. MOD. OF HQ0034-06-F-	CONTRAC 1080	T/ORDER NO.
			10B. DATED (SEE ITEM	13)
CODE ONF98	FACILITY COL	-	28-Mar-2006		
The above numbered solicitation is amended as set to		APPLIES TO AMENDMENTS OF SOLICIT.	is extended,	is not exte	11
(a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a RECEIVED AT THE PLACE DESIGNATED FOR REJECTION OF YOUR OFFER. If by virtue of this	copies of the amendmen reference to the solicitation THE RECEIPTOF OFFERS amendment you desire to cha	ified in the solicitation or as amended by one of the font; (b) By acknowledging receipt of this amendment or and amendment numbers. FAILURE OF YOUR ACK) PRIOR TO THE HOUR AND DATE SPECTFIED MAINGE an offer already submitted, such change may be madement, and is received prior to the opening hour and d	n each copy of the of NOWLED GMENT AY RESULTIN de by telegramor let	TO BE	
12. ACCOUNTING AND APPROPRIATION I See Schedule	PATA (If required)				
		O MODIFICATIONS OF CONTRACTS OF T/ORDER NO. AS DESCRIBED IN ITEM			
A. THIS CHANGE ORDER IS ISSUED PUR: CONTRACT ORDER NO. IN ITEM 10A		nuthority) THE CHANGES SET FORTH IN	ITEM 14 ARE N	AADE IN T	HE
	TH IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR 43		as changes i	n paying
X C. THIS SUPPLEMENT AL AGREEMENT : FAR Part 52.243-4 Changes		JRSUANT TO AUTHORITY OF:			
D. OTHER (Specify type of modification an	d aut hority)				
E. IMPORTANT: Contractor is not.	X is required to sig	gn this document and return1cop	pies to the issuing	g office.	
14. DESCRIPTION OF AMENDMENT/MODE where feasible.) Modification Control Number: paynen06 The purpose of this modification is to fill all C	61533	by UCF section headings, including solicitati	ion/contract subj	ect matter	
Except as provided herein, all terms and conditions of the 15A. NAME AND TITLE OF SIGNER (Type of		9A or 10A, as heretofore changed, remains unchanged 16A. NAME AND TITLE OF CONTINADINE PAYNE / CONTRACTING OFFICER			or print)
		TEL: 703-696-2005	EMAIL: nadine.pay	ne@whs.mil	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNE	D 16B. UNITED STATES OF AMERICA	A	16	C. DATE SIGNED
(Signature of person authorized to sign)	_	BY / Clear of Contracting Offices	PALAGSPLL	2	?1-Jul-2006

FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION	SF 1449 -	CONTINUA	TION	SHEET

SOLICITATION/CONTRACT FORM

 $fron^{(b)(4)}$ The total cost of this contract was increased by to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 0003

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No Status

 $fron^{(b)(4)}$ to(b)(4) The total cost of this line item has decreased b (b)(4)

CLIN 0004

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No Status.

The total cost of this line item has decreased by (b)(4) fron (b)(4) t(b)(4)

CLIN 0005

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No Status. The total cost of this line item has decreased by (b)(4)fron (b)(4)

CLIN 0006

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No. Status (b)(4)

The total cost of this line item has decreased b from (b)(4) (b)(4)

CLIN 0007

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No Status.

from (b)(4) tc (b)(4) The total cost of this line item has decreased by (b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

(b)(4)As a result of this modification, the total funded amount for this document was increased by

from

(b)(4) to (b)(4)

CLIN 0003:

The contract ACRN AB has been added.

CLIN 0004:

The contract ACRN AB has been added.

CLIN 0005:

The contract ACRN AB has been added.

CLIN 0006:

The contract ACRN AB has been added.

CLIN 0007:

The contract ACRN AB has been added.

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 0003 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-AUG-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

The following Delivery Schedule item for CLIN 0004 has been changed from:

	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
To:				
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The foll	owing Delivery Schedule ite	m for CLIN 0005 ha	is been changed from:	
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
То:				
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The foll	owing Delivery Schedule ite	m for CLIN 0006 ha	as been changed from:	
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
То:				
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The foll	owing Delivery Schedule ite	m for CLIN 0007 ha	is been changed from:	
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-AUG-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

The following Delivery Schedule item for CLIN 0008 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-AUG-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

The following have been modified:

SOW

Washington Headquarters Services Administration and Program Support Directorate Administrative and Professional Services STATEMENT OF WORK January 12, 2006

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Management Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with

all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 19 Contractor personnel and 7 OPTIONAL CONTRACTOR PERSONNEL listed herein:

- 3.1 <u>Security Specialist Support Services</u>: Requirement for One (1) Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.2 <u>Facilities Specialist Support Services</u>: Requirement for One (1) Senior Facilities Specialist and One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:
- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

- 3.4 <u>Communications Management Support Services</u>: Requirement for One (1) Communications Specialists and One (1) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and

support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web—sites and promotional materials; develop graphics-enhanced presentations, photography—and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

- 3.5 <u>Financial Analyst Support Services</u>: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:
- 3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.
- 3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

- 3.6 <u>Management Analysis and Reporting Support Services</u>: Requirement for One (1) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.6.2. Develop management reporting metrics, life cycle project cost and analyses.
- 3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

- 3.7 Office Management and Special Project Support Services: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:
- 3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.
- 3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.
 - Outputs: Administrative and business related documents and presentations.
- 3.8 <u>Senior Human Resources Analyst Support Services</u>: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:
- 3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.
- 3.8.2 Manage human resource databases and develop information papers, guidelines and policies.
- 3.8.3 Recommend and initiate strategies for process improvements.
 - Outputs: Human resource related information papers, policy documents and presentations.
- 3.9 <u>Program Management Support Services</u>: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:
- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.
 - Outputs: Documents and presentations.
- 3.10 <u>Administrative Support Services</u>: Requirement for three (3) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:
- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

- 3.11 OPTIONAL Junior Security Specialist Support Services: Requirement for One (1) (OPTIONAL) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.12 <u>OPTIONAL Junior Facilities Specialist Support Services</u>: Requirement for One (1) (OPTIONAL) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.13 OPTIONAL Communications Management Support Services: Requirement for One (1) (OPTIONAL) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

3.14 OPTIONAL Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services:
Requirement for One (1) (OPTIONAL) Continuity of Operations (COOP) Specialist and One (1) (OPTIONAL)
Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:

- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.
 Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

- 3.15 OPTIONAL Management Analysis and Reporting Support Services: Requirement for Two (2) (OPTIONAL) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives, have the ability to resolve customer issues related to the Defense Travel System (DTS) and have experience with a helpdesk operation. Services shall include but are not limited to:
- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.
- 3.15.3 Develop manpower, internal management controls, and strategic planning programs.
- 3.15.4 Analyze shared services and other Directorate programs (Defense Travel System, Management Control, Continuity of Operations, Anti-terrorism, corporate communications)
- 3.15.5 Prepare written reports from analytical projects, including sound recommendations for action
- 3.15.6 Prepare and present briefings/training
- 3.15.7 Lead small group meetings and prepare accurate meeting minutes
- 3.15.8 Prepare plans and track process against plans through follow-up actions
- 3.15.9 Coordinate work with WHS and OSD offices

Outputs: Produce quality programs, documentation, and reports.

3.16 <u>Junior Administration Assistant:</u> Requirement for One (1) Junior Administration Assistant to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

- 6.1 Facilities, Supplies and Services Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.
- 6.2 Information and Documentation The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTERST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
 - (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
 - (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

- 11.1 General
- 11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.
- 11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:
 - (a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;
 - (b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment (c) may otherwise cause a reasonable person to question his/her impartiality.
- 11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.

- 11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.

13.0 INVOICES:

- 13.1 Please submit invoices electronically to the COR.
- 13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:
 - a. Name and address of the contractor (legal and doing business as);
 - b. Cage Code number;
 - c. Invoice number and date;
 - d. Contract number and/or Task Order number;
 - e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
 - f. Period of Performance covered by invoice;
 - g. Name, title and phone number of person to be notified in case of defective invoices.
 - h. Shipment number

14.0 **CONTRACT POC:**

Ms. Nadine D. Payne
Contracting Officer
Washington Headquarters Services (WHS)
(b)(2),(b)(6)

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					D CODE	PAGE OF PAGES
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT		J		1 3
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJECT	NO.(Ifapplicable)
P00003	11-Jan-2007	H9126860320002000				
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		COI	E HQ00	34
WHIS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	DOD/WHS/ACQUISITION & PROCUREMENT OF ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	FICE			·
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, S	tate and Zip Code)	9,4	A. AMENDMI	ENT OF SO	LICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	, , , ,		9B	B. DATED (SE	EE ITEM 1	1)
					CONTRAC 1080	T/ORDER NO.
			_	B. DATED (13)
CODE ONF98	FACILITY COD	E	X 28	3-Mar-2006		
	THISITEM ONLY A	PPLIESTO AMENDMENTSOF SOLICI	TAT	IONS		
The above numbered solicitation is amended as set forth	in Item 14. The hour and o	late specified for receipt of Offer	is e	extended,	ìs not exter	ided.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a ret RECEIVED AT THE PLACE DESIGNATED FOR THE REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies of the amendmen erence to the solicitation a ERECEIPTOF OFFERS I endment you desire to cha olicitation and this amend	t; (b) By acknowledging receipt of this amendment ind amendment numbers. FAILURE OF YOUR AC PRIOR TO THE HOUR AND DATE SPECTFIED M ige an offer already submitted, such change may be	t on eac KNOV MAY F made t	ch copy of the off WLED GMENT RESULTIN by telegram or let	10 ВЕ	
12. ACCOUNTING AND APPROPRIATION DA						
IT MODI	FIESTHE CONTRAC	O MODIFICATIONS OF CONTRACTS/0 T/ORDER NO. AS DESCRIBED IN ITEM	M 14.			
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.		**				
χ B. THE ABOVE NUMBERED CONTRACT/O. office, appropriation date, etc.) SET FORT:	H IN ITEM 14, PUR	FUANT TO THE AUTHORITY OF FAR	E CHA 43.10	ANGES (such a 03(B).	as changes i	n paying
C. THIS SUPPLEMENT AL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and a	nut hority)					
E. IMPORTANT: Contractor is not,	is required to sign	n this document and return c	copies	s to the issuing	g office.	
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: paynen0753 This modification is issued to incorporate DFAF	32			·		ions.
Except as provided herein, all terms and conditions of the do	cument referenced in ItemS	A or $10A$, as heretofore changed, remains unchang	ed and	l in full force and	effect.	
15A. NAME AND TITLE OF SIGNER (Type or	print)	16A. NAME AND TITLE OF CON NADINE PAYNE / CONTRACTING OFFICER TEL: 703-696-2005		CTING OFFIC		or print)
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI		ICA	December 3	and the second	C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Office	cer)	and the same of th	¹	1-Jan-2007

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by reference:

252.232-7003 Electronic Submission of Payment Requests

MAY 2006

The following have been added by full text:

<u>INVOICING INSTRUCTIONS</u>

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at http://www.ccr.gov and (ii) register to use WAWF-RA at the https://wawf.eb.mil, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at https://wawf.eb.mil

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at 703-601-2554 ext 113 or email: frank.wilson@whs.mil. The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

- "Issue by DoDAAC" field enter HQ0034
- "Admin DoDAAC" field enter **HQ0034**
- "Payment DoDAAC" field enter HQ0338
- "Ship to Code/EXT" field enter HQ0034 OSDTM2
- "Inspect By DoDAAC/EXT" field HQ0148
- "LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your document or documents, the contractor will be prompted to send additional email notifications. **Contractor shall click on "Send More Email Notification" on the page that appears.** Add the following email address (b)(2),(b)(6) in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

(End of Summary of Changes)

			1. CONTRACTID O	CODE	PAGE OF PAGES
AMENDMENT OF SOLICITA	TION/MODIF	TCATION OF CONTRACT	J		1 4
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5.0	PROJECTI	I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
P00004	01-Apr-2007	H9126860320002000			
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (Ifother than item6)	CODE	HQ003	34
WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	T Addition	DODWHS/ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	Ξ		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, S	State and Zip Code)	A. AMENDMEN	T OF SOL	ICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		B. DATED (SEE	ITEM 11)
0.05.15.05.25.000		X	10A. MOD. OF CO	ONTRAC.	T/ORDER NO.
			HQ0034-06-F-108		29-7 ₆
CODE ONF98	FACILITY COL	vI	10B. DATED (SE) 28-Mar-2006	EHEMI	13)
		PPLIES TO AMENDMENTS OF SOLICITA			
The above numbered solicitation is amended as set forth	in Item 14. The hour and	date specified for receipt of Offer i	s extended,	ìs not exten	ded.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a refi RECEIVED ATTHE PLACE DESIGNATED FOR THI REJECTION OF YOUR OFFER. If by virtue of this ama provided each telegram or letter makes reference to the se	copies of the amendmen erence to the solicitation a RECEIPTOF OFFERS Inducent you desire to cha	at; (b) By acknowledging receipt of this amendment on and amendment numbers. FAILURE OF YOUR ACKN PRIOR TO THE HOUR AND DATE SPECTFIED MAT nge an offer already submitted, such change may be mad	each copy of the offer st OWLED GMENTTO: I' RESULTIN e by telegram or letter,	BE	
$12.\ ACCOUNTING$ AND APPROPRIATION DA	TA (If required)				
See Schedule					
		O MODIFICATIONS OF CONTRACTS/ORI T/ORDER NO. AS DESCRIBED IN ITEM 1			
A. THIS CHANGE ORDER IS ISSUED PURSU. CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	uthority) THE CHANGES SET FORTH IN I	ΓEM 14 ARE MAI	DE IN TH	ΙΕ
B. THE ABOVE NUMBERED CONTRACT/OF office, appropriation date, etc.) SET FORTH		TO REFLECT THE ADMINISTRATIVE CI SUANT TO THE AUTHORITY OF FAR 43.		changes in	paying
C. THIS SUPPLEMENT AL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:			
X D. OTHER (Specify type of modification and a IAW FAR Part 52.217-9 Option to Extend Term	uthority) n of Contract				
E. IMPORTANT: Contractor is not,	x is required to sig	n this document and return 1 cop	ies to the issuing of	ffice.	
DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: paynen0765 The purpose of this modification is to exercise	57			matter	
Except as provided herein, all terms and conditions of the doc 15A. NAME AND TITLE OF SIGNER (Type or p					or print)
TOA. NAME AND TITLE OF MONER (Type OF)	лик)	16A. NAME AND TITLE OF CONTR NADINE PAYNE / CONTRACTING OFFICER TEL: (703) 588-1141	ACTING OFFICE! EMAIL: nadine.payne@		ո թոու <i>)</i>
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI				DATE SIGNED
		BY Madene	ALMIL.		2-Feb-2007
(Signature of person authorized to sign)		(Signature of Contracting Officer)	,	_ ~	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$2,470,891.72 from \$2,168,208.44 to \$4,639,100.16.

SUPPLIES OR SERVICES AND PRICES

CLIN 1001

The option status has changed from Option to Option Exercised. The specification number 5537 has been added.

CLIN 1002

The option status has changed from Option to Option Exercised. The specification number 5537 has been added.

CLIN 1003

The option status has changed from Option to Option Exercised. The specification number 5537 has been added.

CLIN 1004

The option status has changed from Option to Option Exercised. The specification number 5537 has been added.

CLIN 1005

The option status has changed from Option to Option Exercised. The specification number 5537 has been added.

CLIN 1006

The option status has changed from Option to Option Exercised. The specification number 5537 has been added.

CLIN 1007

The option status has changed from Option to Option Exercised. The specification number 5537 has been added.

CLIN 1008

The option status has changed from Option to Option Exercised.

The specification number 5537 has been added.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by $t_0(b)(4)$ $t_0(b)(4)$

CLIN 1001:

The contract ACRN AC has been added.

CLIN 1002:

The contract ACRN AC has been added.

CLIN 1003:

The contract ACRN AC has been added.

CLIN 1004:

The contract ACRN AC has been added.

CLIN 1005:

The contract ACRN AC has been added.

CLIN 1006:

The contract ACRN AC has been added.

CLIN 1007:

increased by (b)(4) from \$0.00 t (b)(4)

The contract ACRN AC has been added.

CLIN 1008:

The contract ACRN AC has been added.

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 1001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

(End of Summary of Changes)

AMENDA CENTRAL CERCAL LOVE	1. CONTRACT	ID CODE	PAGE OF PAGES		
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT	J		1 1 3
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	<u> </u>	5. PROJECT:	NO.(Ifapplicable)
P00005	01-Mar-2007	H9126860320002000			
	HQ0034	7. ADMINISTERED BY (Ifother than item 6)	COI	L DE HQ00	34
WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	1 120004	DOD/WHS/ACQUISITION & PROCUREMENT OFF ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		T T T T T T T T T T T T T T T T T T T	
8. NAME AND ADDRESS OF CONTRACTOR (No Street County S	₹ate and Zin Code)	9A. AMENDMI	ENT OF SOI	LICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	,		9B. DATED (SE	EE ITEM 11	1)
	10A. MOD. OF HQ0034-06-F-1	CONTRAC	T/ORDER NO.		
		_	10B. DATED (13)
CODE ONF98	FACILITY COD	DE X	1		,
11. 7		PPLIESTO AMENDMENTS OF SOLICIT	rations -		
The above numbered solicitation is amended as set forth	in Item 14. The hour and o	date specified for receipt of Offer	is extended,	ìs not exten	ided.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which in cludes a ref RECEIVED ATTHE PLACE DESIGNATED FOR THI REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s.	copies of the amendmen erence to the solicitation a ERECEIPTOF OFFERS I endment you desire to cha olicitation and this amend	tt; (b) By acknowledging receipt of this amendment and amendment numbers. FAILURE OF YOUR ACT PRIOR TO THE HOUR AND DATE SPECIFIED IN nge an offer already submitted, such change may be I	on each copy of the off KNOWLED GMENT IAY RESULTIN made by telegramor let	TO BE	
12. ACCOUNTING AND APPROPRIATION DA					
IT MODI	TESTHE CONTRAC	OMODIFICATIONS OF CONTRACTS'C T/ORDER NO. AS DESCRIBED IN ITEM	1 14.		
A. THIS CHANGE ORDER IS ISSUED PURSU. CONTRACT ORDER NO. IN ITEM 10A.					
X B. THE ABOVE NUMBERED CONTRACT/OF office, appropriation date, etc.) SET FORTI	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR 4	CHANGES (such : 43.103(B).	as changes ir	n paying
C. THIS SUPPLEMENT AL AGREEMENT IS:	ENTERED INTO PU	RSUANT TO AUTHORITY OF:			
D. OTHER (Specify type of modification and a	ut hority)				
E. IMPORTANT: Contractor X is not.	is required to sign	n this document and return co	opies to the issuing	g office.	
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: mellison077-Modification reason: This modification is writte page.	41		-		n
Except as provided herein, all terms and conditions of the do-					
15A. NAME AND TITLE OF SIGNER (Type or p	print)	16A. NAME AND TITLE OF CONT MICHAEL MURTHA/CONTRACTING OFFICES TEL: (703) 588-1109			or print)
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	16B. UNITED STATES OF AMERIC		160	C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Offic		0	1-Mar-2007

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

<u>INVOICING INSTRUCTIONS</u>

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

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For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

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[&]quot;Admin DoDAAC" field enter HQ0034

[&]quot;Payment DoDAAC" field enter HQ0338

[&]quot;Ship to Code/EXT" field enter HQ0034 OSDTM2

[&]quot;Inspect By DoDAAC/EXT" field HQ0148

[&]quot;LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

additional notification to the government is important to ensure that the appropriate persons are aware that the
invoice documents have been submitted into the WAWF-RA system.

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					D CODE	PAGE OF PAGES
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT		J		1 4
2. AMENDMENT/MODIFICATION NO.	B. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJECT	NO.(Ifapplicable)
P00006	31-Mar-2008	H9126860320002000				
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		COI	E HQ00	034
WHIS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901	TACCOT	DODWHS/ACQUISITION & PROCUREMENT OF ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	FFICE		1100	~ .
8. NAME AND ADDRESS OF CONTRACTOR (No. Street County S	tate and Zin Code)	9A	. AMENDMI	ENT OF SC	LICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	,,,, ,		9B.	. DATED (SE	EE ITEM 1	1)
		X 102	A. MOD. OF	CONTRAC	T/ORDER NO.	
		L'	1 1	00034-06-F-1 B. DATED (13)
CODE ONF98	FACILITY COD	·E		-Mar-2006	SEE IIEM	15,
		PPLIESTO AMENDMENTS OF SOLICI	ITATI	ONS		
The above numbered solicitation is amended as set forth	in Item 14. The hour and o	date specified for receipt of Offer	is es	xtended,	is not exte	nded.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a refi RECEIVED ATTHE PLACE DESIGNATED FOR THI REJECTION OF YOUR OFFER. If by virtue of this ama provided each telegram or letter makes reference to the se	copies of the amendmen rence to the solicitation a RECEIPTOF OFFERS I ndment you desire to char	t; (b) By acknowledging receipt of this amendment and amendment numbers. FAILURE OF YOUR AC PRIOR TO THE HOUR AND DATE SPECTFIED I age an offer already submitted, such change may be	t on each KNOW MAY R made by	h copy of the off VLED GMENT ESULTIN y telegram or let	10 ВЕ	
12. ACCOUNTING AND APPROPRIATION DA	ΓA (If required)					
See Schedule						
		O MODIFICATIONS OF CONTRACTS/ T/ORDER NO. AS DESCRIBED IN ITEM		RS		
A. THIS CHANGE ORDER IS ISSUED PURSU. CONTRACT ORDER NO. IN ITEM 10 A.	ANT TO: (Specify an	nthority) THE CHANGES SET FORTH II	N ITE	M 14 ARE M	IADE IN T	HE
B. THE ABOVE NUMBERED CONTRACT/OF office, appropriation date, etc.) SET FORTH					as changes i	n paying
C. THIS SUPPLEMENT AL AGREEMENT IS:	ENTERED INTO PU	RSUANT TO AUTHORITY OF:				
X D. OTHER (Specify type of modification and a Unilateral modification pursuant to FAR 52.21						
E. IMPORTANT: Contractor X is not.	is required to sign	n this document and return c	copies	to the issuing	g office.	
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: skodaca086 The purpose of this modification is to exercise:	44		ation/	contract subj	ect matter	
Except as provided herein, all terms and conditions of the do						or print)
15A. NAME AND TITLE OF SIGNER (Type or p	лик)	16 A. NAME AND TITLE OF CON EDWARD CHEVALIER / CONTRACTING OFFI TEL: (703) 588-1295	ICER	CTING OFFIC MAIL: ed.chevalie	` '-	от риш)
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	15//	ICA	<u></u>		C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Office	cer)		— ²	20-Feb-2008

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 2001

The option status has changed from Option to Option Exercised.

CLIN 2002

The option status has changed from Option to Option Exercised.

CLIN 2003

The option status has changed from Option to Option Exercised.

CLIN 2004

The option status has changed from Option to Option Exercised.

CLIN 2005

The option status has changed from Option to Option Exercised.

CLIN 2006

The option status has changed from Option to Option Exercised.

CLIN 2007

The option status has changed from Option to Option Exercised.

CLIN 2008

The option status has changed from Option to Option Exercised.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by to(b)(4) from to(b)(4)

CLIN 2001:

The contract ACRN AD has been added.

CLIN 2002:

The contract ACRN AD has been added.

CLIN 2003:

The contract ACRN AD has been added.

CLIN 2004:

The contract ACRN AD has been added.

CLIN 2005:

The contract ACRN AD has been added.

CLIN 2006:

The contract ACRN AD has been added.

CLIN 2007:

The contract ACRN AD has been added.

CLIN 2008:

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					ID CODE	PAGE OF PAGES
AMENDMENT OF SOLICITA	HON/MODIF	ICATION OF CONTRACT		J		1 4
2. AMENDMENT/MODIFICATION NO.	EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJECT	NO.(Ifapplicable)
P00007	01-May-2008	H9126860320002000				
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than item 6)		COI	E HQ00	034
WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901	NACOUT	DODWHS/ACQUISITION & PROCUREMENT OF ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	FFICE		1100	~ .
8. NAME AND ADDRESS OF CONTRACTOR (1)	Jo., Street, County, S	tate and Zin Code)	9,4	A. AMENDMI	ENT OF SC	LICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	,,,,,		9B	B. DATED (SE	EE ITEM 1	1)
		X 10)A. MOD. OF	CONTRAC	T/ORDER NO.	
		<u> </u>	1 1 1	Q0034-06-F-1 B. DATED (13)
CODE ONF98	FACILITY COD	E >		3-Mar-2006		*
11. T	HISITEM ONLY A	PPLIESTO AMENDMENTS OF SOLICI	ITAT	IONS		
The above numbered solicitation is amended as set forth i	n Item 14. The hour and o	late specified for receipt of Offer	ise	extended,	ìs not exte	nded.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a refe RECEIVED ATTHE PLACE DESIGNATED FOR THE REJECTION OF YOUR OFFER. If by virtue of this ame provided each telegram or letter makes reference to the so	copies of the amendmen rence to the solicitation a RECEIPTOF OFFERS I adment you desire to chai	t; (b) By acknowledging receipt of this amendment and amendment numbers. FAILURE OF YOUR AC PRIOR TO THE HOUR AND DATE SPECTFIED I age an offer already submitted, such change may be	t on eac KNOV MAY E made t	ch copy of the off WLED GMENT RESULTIN by telegram or let	го ве	
12. ACCOUNTING AND APPROPRIATION DATE	FA (If required)					
See Schedule						
		O MODIFICATIONS OF CONTRACTS'(T/ORDER NO. AS DESCRIBED IN ITEM				
A. THIS CHANGE ORDER IS ISSUED PURSUA CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	nthority) THE CHANGES SET FORTH II	N ITE	EM 14 ARE M	IADE IN T	HE
B. THE ABOVE NUMBERED CONTRACT/OF office, appropriation date, etc.) SET FORTH					as changes i	n paying
C. THIS SUPPLEMENT AL AGREEMENT ISE	NTERED INTO PU	RSUANT TO AUTHORITY OF:				
X D. OTHER (Specify type of modification and a Bilateral modification pursuant to mutual agree		rties.				
E. IMPORTANT: Contractor is not.	is required to sign	n this document and return 1 o	copies	s to the issuing	g office.	
DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: skodaca089 The purpose of this modification is to add control.	14		ation	/contract subj	ect matter	
Except as provided herein, all terms and conditions of the doc 15A. NAME AND TITLE OF SIGNER (Type or p		PA or 10A, as heretofore changed, remains unchang 16A. NAME AND TITLE OF CON				or print)
(Jr · · - r	*	EDWARD CHEVALIER / CONTRACTING OFFI TEL: (703) 588-1295	ICER	MAIL: ed.chevalie	` '-	• *
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	16B. UNITED STATES OF AMERI		<u> </u>		C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Office	cer)		c)1-May-2008

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

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[&]quot;Admin DoDAAC" field enter HQ0034

[&]quot;Payment DoDAAC" field enter HQ0338

[&]quot;Ship to Code/EXT" field enter HQ0034 OSDTM1

[&]quot;Inspect By DoDAAC/EXT" field HQ0148

[&]quot;LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

additional notification to the government is important to ensure that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

SECTION SF 1449 - CONTINUATION SI	SHEET
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SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 2009 is added as follows:

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT
2009 11 Months
Option Yr 2: Junior Administrarion Asst

LINIT PRICE
(b)(4)
(b)(4)

FFP
The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but are not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence

proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.

NET AMT (b)(4)

ACRN AD

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4)

CLIN 2009:

Funding on CLIN 2009 is initiated as follows:

ACRN: AD

Acctng Data: 9780100.2020 00000 6010 2599 S49447 DHAC82014

Increase (b)(4)

Tota (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 2009:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-MAY-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 2009:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A Government

(End of Summary of Changes)

AN CENTRAL CENTRAL COLLEGE	ETONIO CONTE	TO LET ON OF COMED LOT	1. CONTRACTID CODE	PAGE OF PAGES			
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT	J	1 5			
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJ	ECTNO.(Happlicable)			
P00008	14-May-2008	SEE SCHEDULE					
6. ISSUED BY CODE WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901	HQ0034	7. ADMINISTERED BY (If other than item 6) DOD/MHS/ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON D.C. 20301-1155		20034			
0 MANGEAND ADDRESS OF CONTRACTOR (No Street Country	(A ot a on d 7 in Cada)	9A. AMENDMENT OF	90LICITATION NO			
8. NAME AND ADDRESS OF CONTRACTOR (JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 OR LANDO FL 32926-3009	No., Street, County, S	- '	9B. DATED (SEE ITEM				
		X	10A. MOD. OF CONTE HQ0034-06-F-1080	ACT/ORDER NO.			
			10B. DATED (SEE ITI	EM 13)			
CODE ONF98	FACILITY COL		28-Mar-2006				
		PPLIESTO AMENDMENTS OF SOLICITA					
The above numbered solicitation is amended as set forth	in Item 14. The hour and	date specified for receipt of Offer	is extended, is not	extended.			
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted: or (c) By separate letter or telegram which in cludes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLED GMENTTO BE RECEIVED ATTHE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULTIN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)						
See Schedule							
IT MODI	TESTHE CONTRAC	O MODIFICATIONS OF CONTRACTS OR T/ORDER NO. AS DESCRIBED IN ITEM	14.				
A. THIS CHANGE ORDER IS ISSUED PURSU. CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	uthority) THE CHANGESSET FORTH IN I	TEM 14 ARE MADE II	N THE			
B. THE ABOVE NUMBERED CONTRACT/OF office, appropriation date, etc.) SET FORTI	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR 43		es in paying			
X C. THIS SUPPLEMENT AL AGREEMENT IS: Per mutual agreement between the contracting		RSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and a							
E. IMPORTANT: Contractor is not,	X is required to sig	n this document and return1cop	pies to the issuing office.				
 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: ellismar08995 A. Modification is written to add additional administrative support services. B. Add SubCLINs 2009AA and 2009AB to add additional administrative support services and change invoicing instructions. C. No further changes. 							
Except as provided herein, all terms and conditions of the do- 15A. NAME AND TITLE OF SIGNER (Type or p		9A or 10A, as heretofore changed, remains unchanged 16A. NAME AND TITLE OF CONTI		pe or print)			
		TEL: 703-588-1105	EMAIL: lisa.maass@whs.mil				
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI		·	16C. DATE SIGNED			
		BY STATE		14-May-2008			
(Signature of person authorized to sign)		(Signature of Contracting Officer)	,			

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

<u>INVOICING INSTRUCTIONS</u>

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at http://www.ccr.gov and (ii) register to use WAWF-RA at the https://wawf.eb.mil, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at https://wawf.eb.mil

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at (b)(2),(b)(6) or email: (b)(2),(b)(6) The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your document or documents, the contractor will be prompted to send additional email notifications. **Contractor shall click on "Send More Email Notification" on the page that appears. Add the following email address** (b)(2),(b)(6) in the first email address block and add any other additional email addresses desired in the following blocks. This

[&]quot;Issue by DoDAAC" field enter HQ0034

[&]quot;Admin DoDAAC" field enter **HQ0034**

[&]quot;Payment DoDAAC" field enter HQ0338

[&]quot;Ship to Code/EXT" field enter HQ0034 OSDTM1

[&]quot;Inspect By DoDAAC/EXT" field HQ0148

[&]quot;LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

additional notification to the government is important to ensure that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

SECTION	SF 1449 -	CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 2009

The CLIN type priced has been deleted.

The pricing detail quantity 11.00 has been deleted.

The unit price amount has decreased by (b)(4) from (b)(4) to \$0.00.

The total cost of this line item has decreased by (b)(4) from (b)(4) to UNDEFINED.

SUBCLIN 2009AA is added as follows:

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT 2009AA 11 Months (b)(4) (b)(4)

Option Yr 2: Junior Administrarion Asst

operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management. PURCHASE REQUEST NUMBER: HQ014880040001

NET AMT (b)(4)

ACRN AD

SUBCLIN 2009AB is added as follows:

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT **UNIT PRICE AMOUNT** (b)(4)2009AB 10 Months Option Yr 2: Junior Administrarion Asst operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management. PURCHASE REQUEST NUMBER: HQ014880040001 (b)(4)**NET AMT** (b)(4)ACRN AD ACCOUNTING AND APPROPRIATION Summary for the Payment Office As a result of this modification, the total funded amount for this document was increased by (b)(4) from to (b)(4) (b)(4)CLIN 2009: decreased by (b)(4) from (b)(4) to \$0.00 SUBCLIN 2009AA: Funding on SUBCLIN 2009AA is initiated as follows: ACRN: AD CIN: HQ0148800400012009AA Acctng Data: 9780100.2020 00000 6010 2599 S49447 DHAC82014 Increase (b)(4) Total (b)(4) SUBCLIN 2009AB: Funding on SUBCLIN 2009AB is initiated as follows: ACRN: AD CIN: HQ01488000400012009AB

Acctng Data: 9780100.2020 00000 6010 2599 S49447 DHAC82014

Increase (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to SUBCLIN 2009AA:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-MAY-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 2009AB:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-JUN-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

(End of Summary of Changes)

A MENTON CENTE OF COLLOTE A	1. CONTRAC	TID CODE	PAGE OF PAGES				
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT	J		1 8		
2. AMENDMENT MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.		5. PROJEC	TNO.(Ifapplicable)		
P00009	10-Dec-2008	SEE SCHEDULE					
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)	C	ODE HQ0	034		
WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901		DODWHS/ACQUISITION & PROCUREMENT OFI ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	FICE				
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, S	State and Zip Code)	9A. AMEND	MENT OF S	OLICITATION NO.		
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	,		9B. DATED	(SEE ITEM 1	11)		
			10.A. MOD. C HQ0034-06-1	OF CONTRA	CT/ORDER NO.		
		-	10B. DATED		I 13)		
CODE ONF98	FACILITY COD	DE X	C 28-Mar-2006	,	*		
11, 1	THISITEM ONLY A	PPLIESTO AMENDMENTS OF SOLICI	TATIONS				
The above numbered solicitation is amended as set forth	in Item 14. The hour and o	date specified for receipt of Offer	is extended,	is not ext	ended.		
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returningcopies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLED GMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)						
See Schedule							
IT MODI	TESTHE CONTRAC	OMODIFICATIONS OF CONTRACTS/C T/ORDER NO. AS DESCRIBED IN ITEM	И 14.				
A. THIS CHANGE ORDER IS ISSUED PURSU. CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	uthority) THE CHANGES SET FORTH IN	NITEM 14 ARE	MADE IN T	THE		
B. THE ABOVE NUMBERED CONTRACT/OF office, appropriation date, etc.) SET FORTI	H IN ITEM 14, PURS	SUANT TO THE AUTHORITY OF FAR		h as changes	in paying		
C. THIS SUPPLEMENT AL AGREEMENT IS:	ENTERED INTO PU	RSUANT TO AUTHORITY OF:					
X D. OTHER (Specify type of modification and a in accordance w / FAR 52.212-4(c) Changes.	uthority)						
E. IMPORTANT: Contractor is not.	x is required to sign	n this document and return1c	opies to the issu	ing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: condrenl081469 The purpose of this modification is to increase the scope of w ork to add two Senior Management Analysts and exchange one Jr. Admin Asst. for a Jr. Management Analyst by descoping the Jr. Admin by four months and adding the Analyst II for four months. Also to update the WAWF instructions with a new contact e-mail address. All other terms and conditions remain the same.							
	Except as provided herein, all terms and conditions of the document referenced in Item9A or 10A, as heretofore changed, remains unchanged and in full force and effect. 5A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)						
		EDWARD CHEVALIER / CONTRACTING OFFICE TEL: (703) 588-1295	CER EMAIL: ed.chev	alier@whs.mil			
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	15/1	CA .	10	C. DATE SIGNED		
(Signature of person authorized to sign)		BY (Signature of Contracting Office	cer)		08-Dec-2008		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

<u>INVOICING INSTRUCTIONS</u>

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at http://www.ccr.gov and (ii) register to use WAWF-RA at the https://wawf.eb.mil, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at https://wawf.eb.mil

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at (b)(2),(b)(6) or email (b)(2),(b)(6) The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your document or documents, the contractor will be prompted to send additional email notifications. **Contractor shall click on "Send More Email Notification" on the page that appears. Add the following email address:** (b)(2),(b)(6) in the first email address block and add any other additional email addresses desired in the following blocks. This additional

[&]quot;Issue by DoDAAC" field enter HQ0034

[&]quot;Admin DoDAAC" field enter **HQ0034**

[&]quot;Payment DoDAAC" field enter HQ0338

[&]quot;Ship to Code/EXT" field enter HQ0034 OSDTM1

[&]quot;Inspect By DoDAAC/EXT" field HQ0148

[&]quot;LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

notification to the government is important to ensure that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to(b)(4)

SUPPLIES OR SERVICES AND PRICES

SUBCLIN 2009AB

The pricing detail quantity has decreased by 4.00 from 10.00 to 6.00.

The total cost of this line item has decreased by (b)(4) from (b)(4) to (b)(4)

CLIN 2010 is added as follows:

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE (b)(4) (b)(4)

SME (Senior Management Analyst)

FFF

Senior Management Analyst in accordance with the SOW PURCHASE REQUEST NUMBER: HQ014880040009508

NET AMT

ACRN AF

CLIN 2011 is added as follows:

HQ0034-06-F-1080 P00009 Page 4 of 8

ITEM NO 2011	SUPPLIES/SERVICES SME (Senior Management FFP Senior Management Analy PURCHASE REQUEST N	st in accordance w	UNIT Months ith the SOW. 880040009508	UNIT PRICE	AMOUNT \$0.00	
				NET AMT	\$0.00	_
ITEM NO 2011AA	SUBCLIN 2011AA is added SUPPLIES/SERVICES Partial Funding for CLIN 0 FFP PURCHASE REQUEST N	QUANTITY 4 0002	UNIT Months 880040009508	UNIT PRICE (b)(4)	AMOUNT (b)(4)	
	ACRN AF			NET AMT	(b)(4)	
ITEM NO 2011AB	SUBCLIN 2011AB is added SUPPLIES/SERVICES Partial Funding for CLIN 0 FFP PURCHASE REQUEST N	QUANTITY 4 0002	UNIT Months 880040009508	UNIT PRICE (b)(4)	AMOUNT (b)(4)	
	ACRN AE			NET AMT	(b)(4) (b)(4)	

CLIN 2012 is added as follows:

ITEM NO 2012	SUPPLIES/SERVICES	QUANTITY 4	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	Analyst II (Junior Manage FFP	ement Analyst)			
	Analyst II in accordance v PURCHASE REQUEST		4880040009508	3	
				NET AMT	(b)(4)
	ACRN AE				(b)(4)
ACC	OUNTING AND APPROP.	RIATION			
Sumn	nary for the Payment Office	;			
(b)(4)	As a result of this modificat to (b)(4)	ion, the total funde	ed amount for th	nis document was increased by	(b)(4) from
SUBO	CLIN 2009AB:				
by (b)		010 2599 S49447 q(b)(4)	DHAC82014 (CIN HQ01488000400012009A	B) was decreased
	72010: ing on CLIN 2010 is initiate	ed as follows:			
2	ACRN: AF				
<u>(</u>	CIN: HQ014880040009508	0001			
ž	Acctng Data: 9790100.1120	00000 1019 2599	S49447 DSAC	290077	
	Increase (b)(4)				
ē.	Total: (b)(4)				
	CLIN 2011AA: ing on SUBCLIN 2011AA i	s initiated as follo	ws:		
Ž	ACRN: AF				
(CIN: HQ014880040009508	0002AA			
	Acctng Data: 9790100.1120	00000 1019 2599	S49447 DSAC	99077	
	ncrease (b)(4)				
5	Γotal: (b)(4)				

ςt	IB	CI	IM	201	11	ΔR
\sim	JD	\sim 1.	/III	40.	1 1 4	ΔD

Funding on SUBCLIN 2011AB is initiated as follows:

ACRN: AE

CIN: HQ0148800400095080002AB

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 2012:

Funding on CLIN 2012 is initiated as follows:

ACRN: AE

CIN: HQ0148800400095080003

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Tota (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for SUBCLIN 2009AB has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-JUN-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-JUN-2008 TO N/A N/A

09-DEC-2008 FOB: Destination

The following Delivery Schedule item has been added to CLIN 2010:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 10-DEC-2008 TO 31-MAR-2009

N/A

WHS/APSD

HQ0148

BRETT EATON

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 2011AA:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 10-DEC-2008 TO

31-MAR-2009

N/A

WHS/APSD

HQ0148

BRETT EATON

WHS ADMIN AND PROGRAM SUPPORT

DID (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 2011AB:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 10-DEC-2008 TO

31-MAR-2009

N/A

WHS/APSD

HQ0148

BRETT EATON

WHS ADMIN AND PROGRAM SUPPORT

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 2012:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 10-DEC-2008 TO

N/A

WHS/APSD

HQ0148

31-MAR-2009 **BRETT EATON**

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 2010:

HQ0034-06-F-1080 P00009 Page 8 of 8

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

The following Acceptance/Inspection Schedule was added for CLIN 2011:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 2011AA:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 2011AB:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 2012:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					D CODE	PAGE OF PAGES	
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT		Ĵ		1 27	
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE QUISTION/PURCHASE REQ. NO.			5.PROJECT	NO.(Ifapplicable)	
P00010	01-Apr-2009	SEE SCHEDULE					
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		COI	E HQ00	034	
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209	1 180007	DODWHS/ACQUISITION & PROCUREMENT OF ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	FICE		1100	~ .	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, S	State and Zip Code)	9A	. AMENDM	ENT OF SO	LICITATION NO.	
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 13501 INGENUITY DR STE 300 ORLANDO FL 32826-3009		_	9B	DATED (SI	EE ITEM 1	1)	
3.12 (12 6) 232313 8663			. 10:	A MOD OF	CONTRAC	T/ORDER NO.	
		>	^ HC	00034-06-F-1	1080		
CVINE ONEO	D. OH. III. I. GOD	, , , , , , , , , , , , , , , , , , ,	0.0	B.DATED(-Mar-2006	SEE ITEM	13)	
CODE ONF98	FACILITY COD	DE		e in a series			
The above numbered solicitation is amended as set forth		_		xtended,	is not exte	nded	
					I s not care	arout.	
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted: or (c) By separate letter or telegram which in cludes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLED GMENTTO BE RECEIVED ATTHE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULTIN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)					1	
See Schedule							
		O MODIFICATIONS OF CONTRACTS/ T/ORDER NO. AS DESCRIBED IN ITEM		RS.			
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/O. office, appropriation date, etc.) SET FORT:					as changes i	n paying	
C. THIS SUPPLEMENT AL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:					
X D. OTHER (Specify type of modification and a IAW FAR 52.212-4(c) "Changes"	nut hority)						
E. IMPORTANT: Contractor is not.	X is required to sign	n this document and return 1 c	copies	to the issuing	g office.		
14. DESCRIPTION OF AMENDMENT MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: condrenl09729 The purpose of this modification is to add CLINS for two Award Term Option Years (CLINS 3001 through 3012 and 4001 through 4012). The Award Term Plan for the two Award Term Option Years will also be added. Award Term Option Year 1 (CLINS 3001 through 3012) will be exercised. The period of performance for this Option is April 1, 2009 through March 31, 2010. The contract total is increased by (b)(4)							
15A. NAME AND TITLE OF SIGNER (Type or	print)	16A, NAME AND TITLE OF CON EDWARD CHEVALIER / CONTRACTING OFFICE		CT ING OFFI	ŒR (Type	or print)	
		TEL: (703) 696-4042	EM	AAIL: ed.chevalie	r@whs.mil		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	15/	ICA			C. DATE SIGNED	
(Signature of person authorized to sign)		BY (Signature of Contracting Office	cer)		— ²	20-Mar-2009	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

wwSUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

<u>INVOICING INSTRUCTIONS</u>

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at https://www.ccr.gov and (ii) register to use WAWF-RA at the https://wawf.eb.mil, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at https://wawf.eb.mil

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at (b)(2),(b)(6) or email (b)(2),(b)(6) The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

"Issue by DoDAAC" field enter HQ0034

"Admin DoDAAC" field enter HQ0034

"Payment DoDAAC" field enter HQ0338

"Service Acceptor/Extension" or "Ship to/Extension" field enter HQ0148

"Inspect By DoDAAC/EXT" field Leave Blank

"LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the following email address: (b)(2),(b)(6) in the first email address block and the Contracting Officer's Representative, David Suiter, at (b)(2),(b)(6) in the following block. This additional notification to the government is important to ensure that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

from(b)(4)The total cost of this contract was increased by (b)(4) to (b)(4)

The 'issued by' organization has changed from

DOD/WHS/ACQUISITION & PROCUREMENT OFFICE

(b)(2),(b)(6)

WASHINGTON DC 20301-1155

WHS ACQUISITION & PROCUREMENT OFFICE

(b)(2),(b)(6)

ARLINGTON VA 22209

The 'administered by' organization has changed from

DOD/WHS/ACQUISITION & PROCUREMENT OFFICE

(b)(2),(b)(6)

WASHINGTON DC 20301-1155

WHS ACOUISITION & PROCUREMENT OFFICE (b)(2),(b)(6)

ARLINGTON VA 22209

W

SUPPLIES OR SERVICES AND PRICES

CLIN 2009

The SIC code 8744 has been added.

SUBCLIN 2009AA

The SIC code 8744 has been added.

SUBCLIN 2009AB

The SIC code 8744 has been added.

SUBCLIN 2011AA

The FSC code R408 has been added.

The PROG code S10 has been added.

The WSC Equipment code 000 has been added.

The SIC code 8744 has been added.

The NAICS code 561210 has been added.

The MDAP/MAIS Code 000 has been added.

SUBCLIN 2011AB

The FSC code R408 has been added.

The PROG code S10 has been added.

The WSC Equipment code 000 has been added.

The SIC code 8744 has been added.

The NAICS code 561210 has been added.

The MDAP/MAIS Code 000 has been added.

CLIN 3001 is added as follows:

ITEM NO 3001 EXERCISED OPTION	SUPPLIES/SERVICES Award Option Yr 1: Labor FFP The Contractor shall provi Headquarters Services in a	de Program Mana	to Washington	AMOUNT (b)(4)
	ACRN AE		NET AMT	(b)(4)

CLIN 3002 is added as follows:

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ITEM NO 3002 EXERCISED OPTION	SUPPLIES/SERVICES Award Option Yr 1: Jr Ad FFP The contractor shall provide support of various office f limited to: Research and proofreading, filing, and deprograms, policies, and procontaining decisions of demanagement and supply meaning the supply meaning supply	de advice, recommunctions. These a prepare graphic pratabases managen ocedures, compossignated manager;	dministrative to esentations; per nent, compile d e reports and co	asks include but not form typing, ata of operating unit orrespondence	AMOUNT (b)(4)
	ACRN AE			NET AMT	(b)(4)
C	CLIN 3003 is added as follo	ws:			
ITEM NO 3003 EXERCISED OPTION	SUPPLIES/SERVICES Award Option Yr 1: Jr Sec FFP The Contractor shall provishall provide advice, record offices in all areas of the second states.	de (1) Optional Commendations, and	documentation		AMOUNT (b)(4)
	ACRN AE			NET AMT	(b)(4)

CLIN 3004 is added as follows:

HQ0034-06-F-1080 P00010 Page 6 of 27

ITEM NO 3004	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
EXERCISED OPTION	Award Option Yr 1: Jr Fac FFP	cilities Spec			
	The Contractor shall provi The Contractor shall provi support of facilities progra space allocations, renovati	de advice, recomn m management.	nendations, and c Γhe contractor sh	locumentation in	
				NET AMT	(b)(4)
	ACRN AE				(b)(4)
C	CLIN 3005 is added as follo	ws:			
ITEM NO 3005 EXERCISED OPTION	SUPPLIES/SERVICES Award Option Yr 1: Comm FFP The Contractor shall providevelopment in support of management. The contract	de (1) Optional Co de policy advice, 1 information and c	ommunications S program executions prommunications p	on and product programs	AMOUNT (b)(4)
	internal and external communications support, special events coordinate of the strategic communication of the strategic comm	nunications planni ordination, commu	ng and products, inity outreach, cr	media relation's ses communications,	
				NET AMT	 (b)(4)
	ACRN AE				(b)(4)

CLIN 3006 is added as follows:

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ITEM NO SUPPLIES/SERVICES QUANTITY UNIT **UNIT PRICE AMOUNT** (b)(4) (b)(4)3006 Months 12 EXERCISED Award Option Yr 1: COOP & Anti-terrorism OPTION The Contractor shall provide (1) Optional Continuity of Operations (COOP) Specialist and (1) Optional antiterrorism (AT) Specialist. The Contractor shall provide analytical and logistical support. The contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations. (b)(4)**NET AMT** (b)(4)ACRN AE CLIN 3007 is added as follows: ITEM NO SUPPLIES/SERVICES **QUANTITY** UNIT **UNIT PRICE AMOUNT** (b)(4)3007 12 Months (b)(4)EXERCISED Award Option Yr 1: Mgmt Analys/ Rpt Supp OPTION **FFP** The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and present management reports, analyses and objectives. (b)(4)**NET AMT** (b)(4)ACRN AE

CLIN 3008 is added as follows:

HQ0034-06-F-1080 P00010 Page 8 of 27

ITEM NO 3008 EXERCISED OPTION	SUPPLIES/SERVICES Award Option Yr 1: TRAV FFP The Contractor shall reimb course of providing service be approved by the COR a L. 99-234 and FAR Part 33 Funding Fee does not apply	oursed for the actures in accordance value of the per diem charges. Travel shall no	with the SOW. ges are governed to excee (b)(4)	Allowable travel shall and by the JTR, FTR, Pub. The Industrial	AMOUNT (b)(4)
	ACRN AE			NET AMT	(b)(4)
C	LIN 3009 is added as follow	ws:			
ITEM NO 3009 EXERCISED OPTION	SUPPLIES/SERVICES Award Option Yr 1: Jr Adr FFP The contractor shall provide support of various office for limited to: Research and proportion proofreading, filing, and deprograms, policies, and procontaining decisions of desimanagement and supply management and supply management.	le advice, recommunitions. These acrepare graphic protabases managemocedures, composes ignated manager;	dministrative t esentations;per nent, compile of e reports and c	asks include but are not form typing, lata of operating unit orrespondence	AMOUNT (b)(4)
				NET AMT	(b)(4)
	ACRN AE				(b)(4)

CLIN 3010 is added as follows:

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ITEM NO 3010 EXERCISED OPTION	SUPPLIES/SER VICES Award Option Yr 1: SME	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)
	FFP Senior Management Analy	st in accordance	with the SOW		
				NET AMT	(b)(4)
	ACRN AE				(b)(4)
(CLIN 3011 is added as follow	ws:			
ITEM NO 3011	SUPPLIES/SERVICES	QUANTITY	UNIT Months	UNIT PRICE	AMOUNT \$0.00
	Award Option 1: SME FFP		111011111		\$6166
	Senior Management Analy	st in accordance	with the SOW		
				NET AMT	\$0.00
				NET AMT	\$0.00
S	SUBCLIN 3011AA is added	as follows:		NET AMT	\$0.00
ITEM NO	SUBCLIN 3011AA is added SUPPLIES/SERVICES	QUANTITY	UNIT		
	SUPPLIES/SERVICES Partial funding for CLIN 3	QUANTITY 12	UNIT	NET AMT UNIT PRICE (b)(4)	\$0.00 AMOUNT (b)(4)
ITEM NO 3011AA EXERCISED	SUPPLIES/SER VICES	QUANTITY 12 011			
ITEM NO 3011AA EXERCISED	SUPPLIES/SERVICES Partial funding for CLIN 3 FFP	QUANTITY 12 011			
ITEM NO 3011AA EXERCISED	SUPPLIES/SERVICES Partial funding for CLIN 3 FFP	QUANTITY 12 011			
ITEM NO 3011AA EXERCISED	SUPPLIES/SERVICES Partial funding for CLIN 3 FFP	QUANTITY 12 011		UNIT PRICE (b)(4)	AMOUNT (b)(4)

SUBCLIN 3011AB is added as follows:

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AMOUNT (b)(4) ITEM NO SUPPLIES/SERVICES QUANTITY UNIT LINIT PRICE (b)(4)3011AB 12 EXERCISED Partial funding for CLIN 3011 OPTION Senior Management Analyst in accordance with the SOW (b)(4)**NET AMT** (b)(4)ACRN AG CLIN 3012 is added as follows: UNIT PRICE (b)(4) SUPPLIES/SERVICES ITEM NO **QUANTITY** UNIT **AMOUNT** 3012 12 Months EXERCISED Award Option 1: Analyst II OPTION **FFP** Analyst II in accordance with the SOW (b)(4)**NET AMT** (b)(4)ACRN AF CLIN 4001 is added as follows: AMOUNT (b)(4) ITEM NO SUPPLIES/SERVICES **QUANTITY** UNIT **UNIT PRICE** (b)(4)4001 12 Months Award Option Yr 2: Labor **FFP** The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW. (b)(4)**NET AMT**

CLIN 4002 is added as follows:

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(b)(4)

AMOUNT (b)(4) ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE (b)(4)4002 Months 12 Award Option Yr 2: Jr Admin Asst **FFP** The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management. (b)(4)**NET AMT** CLIN 4003 is added as follows: (b)(4) ITEM NO SUPPLIES/SERVICES QUANTITY UNIT AMOUNT (b)(4)4003 Months 12 Award Option Yr 2: Jr Security Spec **FFP** The Contractor shall provide (1) Optional Contractor Personnel. The Contractor shall provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management.

NET AMT

CLIN 4004 is added as follows:

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(b)(4)

ITEM NO 4004	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMO (b)(4)	IINT
	Award Option Yr 2: Jr Far FFP	cilities Spec				
	The Contractor shall prove The Contractor shall prove support of facilities progra space allocations, renovati	ide advice, recomment management.	mendations, and The contractor	l documentation in		
				NET AMT	(b)(4)	
,	CLIN 4005 is added as follo	ows:				
ITEM NO 4005	Award Option Yr 2: Comp FFP The Contractor shall prove The Contractor shall proved evelopment in support of management. The contractinternal and external comp support, special events covariand other strategic communications.	ide (1) Optional C ide policy advice, f information and o ctor shall provide p munications plann ordination, commu	ommunications program execute communication public affairs seing and product unity outreach,	tion and product s programs rvices including s, media relation's crises communications,	(b)(4))I INI

NET AMT

CLIN 4006 is added as follows:

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ITEM NO 4006	SUPPLIES/SER VICES	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)
	Award Option Yr 2: COO FFP				
	The Contractor shall proving Specialist and (1) Optional provide analytical and log project management skills continuity capabilities in a	l antiterrorism (AT istical support. The to support emerge) Specialist. fe contractor sl ncy, AT and b	The Contractor shall nall provide professional ousiness	
				NET AMT	(b)(4)
(CLIN 4007 is added as follo	ws:			
ITEM NO 4007	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	Award Option Yr 2: Mgm FFP	t Analys/Rpt Supp			
	The Contractor shall provide a of all management analysis present management reports.	dvice, recommends and reporting. The	ations, and do he contractor	cumentation in support	
				NET AMT	(b)(4)

CLIN 4008 is added as follows:

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ITEM NO 4008	SUPPLIES/SER VICES	QUANTITY 1	UNIT Lot	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	Award Option Yr 2: TRA' FFP	VEL			
	The Contractor shall reimble course of providing service be approved by the COR & L. 99-234 and FAR Part 3 Funding Fee does not apply	es in accordance v and per diem charg 1. Travel shall no	with the SOW. ges are governe t exceed (b)(4)	Allowable travel shall d by the JTR, FTR, Pub. The Industrial	
				NET AMT	(b)(4)
	CLIN 4009 is added as follo	ws.			
ITEM NO 4009	SUPPLIES/SERVICES	QUANTITY	UNIT Months	UNIT PRICE (b)(4)	Δ MΩΙΙΝΤ (b)(4)
4009	Award Option Yr 2: Jr Ad FFP The contractor shall provide support of various office f limited to: Research and proofreading, filing, and d programs, policies, and procontaining decisions of demanagement and supply management.	min Asst de advice, recommunctions. These a prepare graphic proatabases managem occdures, compose signated manager;	nendations, and dministrative to esentations; per nent, compile d e reports and co	documentation in asks include but are not form typing, ata of operating unit orrespondence	
				NET AMT	(b)(4)
	CLIN 4010 is added as follo	ws:			
ITEM NO 4010	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
4010	Award Option Yr 2: SME FFP		Worths	1 344 7	
	Senior Management Analy	st in accordance v	with the SOW		
					76\74\
				NET AMT	(b)(4)

CLIN 4011 is added as follows:

ITEM NO 4011	SUPPLIES/SERVICES Award Option Yr 2: SME FFP Senior Management Analy	QUANTITY 12 st in accordance v	UNIT Months with the SOW.	UNIT PRICE (b)(4)	AMOUNT (b)(4)
				NET AMT	(b)(4)
ITEM NO 4012	CLIN 4012 is added as follow SUPPLIES/SERVICES Award Option Yr 2: Analy FFP Analyst II in accordance w	QUANTITY 12 st II	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
				NET AMT	(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by tc(b)(4) tc(b)(4)

CLIN 3001:

Funding on CLIN 3001 is initiated as follows:

ACRN: AE

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Total: (b)(4)

CLIN 3002: Funding on CLIN 3002 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase: (b)(4)
Total (b)(4)
CLIN 3003: Funding on CLIN 3003 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Tota (b)(4)
CLIN 3004: Funding on CLIN 3004 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051 Increase (b)(4)
Total (b)(4)
CLIN 3005: Funding on CLIN 3005 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase: (b)(4)
Total (b)(4)

CLIN 3006: Funding on CLIN 3006 is initiated as follows:

ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)
CLIN 3007: Funding on CLIN 3007 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acetng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Tota (b)(4)
CLIN 3008: Funding on CLIN 3008 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase: $(b)(4)$ Total: $(b)(4)$
CLIN 3009: Funding on CLIN 3009 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Total:(b)(4)
CLIN 3010: Funding on CLIN 3010 is initiated as follows:
ACRN: AE

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051 Increase (b)(4) Total (b)(4)SUBCLIN 3011AA: Funding on SUBCLIN 3011AA is initiated as follows: ACRN: AF Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077 Increase (b)(4) Tota (b)(4) SUBCLIN 3011AB: Funding on SUBCLIN 3011AB is initiated as follows: ACRN: AG Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051 Increase (b)(4) Tota (b)(4) CLIN 3012: Funding on CLIN 3012 is initiated as follows: ACRN: AF Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077 Increase (b)(4) Total (b)(4) DELIVERIES AND PERFORMANCE The following Delivery Schedule item has been added to CLIN 3001: **DELIVERY DATE** UIC QUANTITY SHIP TO ADDRESS

POP 01-APR-2009 TO 31-MAR-2010

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3002:

DELIVERY DATE

QUANTITY

N/A

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

31-MAR-2010

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3003:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

31-MAR-2010

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3004:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

N/A

WHS/APSD

HQ0148

31-MAR-2010

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3005:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO 31-MAR-2010

N/A

WHS/APSD DAVID SUITER HQ0148

DITVID SOTTER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3006:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO 31-MAR-2010

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3007:

DELIVERY DATE

QUANTITY

N/A

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

31-MAR-2010

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3008:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO 31-MAR-2010

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3009:

DELIVERY DATE
QUANTITY
SHIP TO ADDRESS
UIC

POP 01-APR-2009 TO
N/A
WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3010:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO
31-MAR-2010

N/A

WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3011:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO
31-MAR-2010

N/A

WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 3011AA:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO
31-MAR-2010

N/A

WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 3011AB:

HQ0148

HQ0148

HQ0148

QUANTITY UIC **DELIVERY DATE** SHIP TO ADDRESS

POP 01-APR-2009 TO N/A WHS/APSD

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3012:

N/A

DELIVERY DATE QUANTITY UIC SHIP TO ADDRESS

POP 01-APR-2009 TO

31-MAR-2010

WHS/APSD DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4001:

N/A

N/A

DELIVERY DATE QUANTITY UIC SHIP TO ADDRESS

POP 01-APR-2010 TO

31-MAR-2011

WHS/APSD DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4002:

DELIVERY DATE QUANTITY UIC SHIP TO ADDRESS

POP 01-APR-2010 TO

31-MAR-2011

WHS/APSD

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

HQ0148

HQ0148

The following Delivery Schedule item has been added to CLIN 4003:

UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS

POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4004:

UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS

POP 01-APR-2010 TO N/A WHS/APSD

31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT DIR

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4005:

DELIVERY DATE QUANTITY UIC SHIP TO ADDRESS

POP 01-APR-2010 TO N/A WHS/APSD DAVID SUITER

31-MAR-2011

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4006:

UIC **DELIVERY DATE QUANTITY** SHIP TO ADDRESS

POP 01-APR-2010 TO N/A

WHS/APSD HQ0148 DAVID SUITER 31-MAR-2011

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

HO0148

HQ0148

HQ0148

The following Delivery Schedule item has been added to CLIN 4007:

DELIVERY DATE QUANTITY UIC SHIP TO ADDRESS

POP 01-APR-2010 TO N/A WHS/APSD

31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4008:

QUANTITY UIC **DELIVERY DATE** SHIP TO ADDRESS

POP 01-APR-2010 TO N/A WHS/APSD HQ0148

31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4009:

UIC **DELIVERY DATE QUANTITY** SHIP TO ADDRESS

POP 01-APR-2010 TO N/A WHS/APSD

31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4010:

DELIVERY DATE QUANTITY UIC SHIP TO ADDRESS

POP 01-APR-2010 TO N/A WHS/APSD

31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

The following Delivery Schedule item has been added to CLIN 4011:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4012:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148

31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 3001:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 3002:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 3003:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 3004:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 3005:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 3006: INSPECT AT **INSPECT BY** ACCEPT AT ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 3007: INSPECT AT **INSPECT BY** ACCEPT AT ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 3008: INSPECT AT INSPECT BY ACCEPT BY ACCEPT AT N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 3009: ACCEPT AT INSPECT AT INSPECT BY ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 3010: INSPECT AT INSPECT BY ACCEPT BY ACCEPT AT N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 3011: INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for SUBCLIN 3011AA: **INSPECT AT INSPECT BY** ACCEPT AT ACCEPT BY Destination Government Destination Government The following Acceptance/Inspection Schedule was added for SUBCLIN 3011AB: INSPECT AT **INSPECT BY** ACCEPT AT ACCEPT BY Destination Government Destination Government The following Acceptance/Inspection Schedule was added for CLIN 3012: INSPECT AT **INSPECT BY** ACCEPT AT ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4001: ACCEPT AT INSPECT AT **INSPECT BY** ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4002: **INSPECT AT** INSPECT BY ACCEPT AT ACCEPT BY N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 4003: INSPECT AT **INSPECT BY** ACCEPT AT ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4004: INSPECT AT **INSPECT BY** ACCEPT AT ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4005: INSPECT AT **INSPECT BY** ACCEPT BY ACCEPT AT N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4006: INSPECT AT **INSPECT BY** ACCEPT AT ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4007: INSPECT AT INSPECT BY ACCEPT BY ACCEPT AT N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4008: INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY Government N/A N/A N/A The following Acceptance/Inspection Schedule was added for CLIN 4009: **INSPECT AT INSPECT BY** ACCEPT AT ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4010: INSPECT AT **INSPECT BY** ACCEPT BY ACCEPT AT N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4011: INSPECT AT **INSPECT BY** ACCEPT AT ACCEPT BY N/A N/A N/A Government The following Acceptance/Inspection Schedule was added for CLIN 4012: INSPECT AT **INSPECT BY** ACCEPT AT ACCEPT BY N/A N/A N/A Government

(End of Summary of Changes)

A A CENTRA CENTE OF COLLOWS		1. CONTRACT	D CODE	PAGE OF PAGES		
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT		J		1 15
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJECT	NO.(Ifapplicable)
P00011	24-Mar-2009	SEE SCHEDULE				
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		COI	E	
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		See Item 6				
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, S	l Nate and Zip Code)	Т	9A. AMENDMI	ENT OF SO	LICITATION NO.
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 13501 INGENUITY DR STE 300 ORLANDO FL 32828-3009	the state of a country, is	tine (mazip sode)		9B. DATED (SE	E ITEM 1	1)
OND 11001 E 32920 3000				10A. MOD. OF	CONTRAC	T/ORDER NO.
			X	HQ0034-06-F-1	080	
CODE ONF98	EVOLUTY COD	T.	$_{\rm x}$	10B. DATED (28-Mar-2006	SEETTEM	13)
	FACILITY COD THISITEM ONLY A	<u>'E </u>				
The above numbered solicitation is amended as set forth			_	is extended,	ìs not exter	nded.
Offer must acknowledge receipt of this amendment prior				· L	_	
(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which in cludes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLED GMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)					
See Schedule						
		O MODIFICATIONS OF CONTRACT: T/ORDER NO. AS DESCRIBED IN ITE				
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	nthority) THE CHANGES SET FORTH	IN I	TEM 14 ARE M	IADE IN TI	HE
X B. THE ABOVE NUMBERED CONTRACT/OR office, appropriation date, etc.) SET FORT	RDER ISMODIFIED H IN ITEM 14, PURS	TO REFLECT THE ADMINISTRATIV WANT TO THE AUTHORITY OF FA	Æ C R 43	HANGES (such : 103(B).	as changes i	n paying
C. THIS SUPPLEMENT AL AGREEMENT IS:	ENTERED INTO PU	RSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and a	uthority)					
E. IMPORTANT: Contractor X is not,	is required to sign	n this document and return	cop	oies to the issuing	goffice.	
DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: condrenl096 The purpose of this modification is to correct the control of the purpose of the modification is to correct the control of the purpose of the modification is to correct the control of the control of the purpose of the modification is to correct the control of th	341			·		
Except as provided herein, all terms and conditions of the do	cument referenced in Items) A or 10 A, as hereto fore changed, remains unchai	nged :	and in full force and	effect.	
15A. NAME AND TITLE OF SIGNER (Type or)	print)	16A, NAME AND TITLE OF CO EDWARD CHEVALIER / CONTRACTING OF TEL: (703) 696-4042			. , , =	or print)
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI) 16B. UNITED STATES OF AMER	RICA			C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Of)	ficer	<u> </u>	3	0-Mar-2009

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SUPPLIES OR SERVICES AND PRICES

		13		

The CLIN type priced has been added.

The pricing detail quantity 12.00 has been added. The unit price amount (b)(4) has been added has been added

The total cost of this line item has increased by (b)(4)

from UNDEFINED to (b)(4)

SUBCLIN 3011AA

deleted.

This SUBCLIN has been renumbered to SUBCLIN 301103.

The CLIN type priced has been deleted.

The CLIN description has changed from Partial funding for CLIN 3011 to Reserved.

The CLIN extended description Senior Management Analyst in accordance with the SOW has been

The pricing detail quantity 12.00 has been deleted. The unit price amount has decreased b (b)(4) (b)(4) The total cost of this line item has decreased b to UNDEFINED.

SUBCLIN 3011AB

This SUBCLIN has been renumbered to SUBCLIN 301104.

The CLIN type priced has been deleted.

The CLIN description has changed from Partial funding for CLIN 3011 to Reserved.

The CLIN extended description Senior Management Analyst in accordance with the SOW has been deleted.

The pricing detail quantity 12.00 has been deleted. The unit price amount has decreased by (b)(4)

The total cost of this line item has decreased by (b)(4)

to UNDEFINED.

SUBCLIN 300101 is added as follows:

HQ0034-06-F-1080 P00011 Page 3 of 15

ITEM NO 300101	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	Correct LOA FFP				
				NET AMT	\$0.00
	ACRN AG				(b)(4)
	SUBCLIN 300201 is a	dded as follows:			
ITEM NO 300201	SUPPLIES/SER VICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
300201	Correct LOA FFP				\$ 0.00
				NET AMT	\$0.00
	ACRN AG				(b)(4)
	SUBCLIN 300301 is a	dded as follows:			
ITEM NO 300301	SUPPLIES/SER VICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
300301	Correct LOA FFP				φ0.00
				NET AMT	\$0.00
	ACRN AG			14171 1 7 71411	(b)(4)

SUBCLIN 300401 is added as follows:

HQ0034-06-F-1080 P00011 Page 4 of 15

ITEM NO 300401	SUPPLIES/SER VICES Correct LOA	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	FFP				
				NET AMT	\$0.00
	ACRN AG			113111111	(b)(4)
	SUBCLIN 300501 is ac	ded as follows:			
ITEM NO 300501	SUPPLIES/SER VICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
300301	Correct LOA FFP				ψο.οο
	ACRN AG			NET AMT	\$0.00 (b)(4)
	SUBCLIN 300601 is ac	dded as follows:			
ITEM NO 300601	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	Correct LOA FFP				
	ACDMAC			NET AMT	\$0.00 (b)(4)
	ACRN AG				

SUBCLIN 300701 is added as follows:

HQ0034-06-F-1080 P00011 Page 5 of 15

ITEM NO 300701	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	Correct LOA FFP				
				NET AMT	\$0.00
	ACRN AG				(b)(4)
	SUBCLIN 300801 is a	dded as follows:			
ITEM NO 300801	SUPPLIES/SER VICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
300001	Correct LOA FFP				3 0.00
				NET AMT	\$0.00
	ACRN AG				(b)(4)
	SUBCLIN 300901 is a	dded as follows:			
ITEM NO 300901	SUPPLIES/SER VICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
300901	Correct LOA FFP				Ψ0.00
				NET AMT	\$0.00
	ACRN AG			1111 11111	(b)(4)

SUBCLIN 301001 is added as follows:

HQ0034-06-F-1080 P00011 Page 6 of 15

ITEM NO 301001	SUPPLIES/SER VICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	Correct LOA FFP				
				NET AMT	\$0.00
	ACRN AG				(b)(4)
	SUBCLIN 301101 is a	dded as follows:			
ITEM NO 301101	SUPPLIES/SER VICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
301101	Correct LOA FFP				Ψ0.00
				NET AMT	\$0.00
	ACRN AF				(b)(4)
;	SUBCLIN 301102 is added				
ITEM NO 301102	SUPPLIES/SER VICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	Correct LOA FFP				
				NET AMT	\$0.00
	ACRN AG				(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

CLIN 3001:
AE: 9790100 2020 00000 6010 2599 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300101: Funding on SUBCLIN 300101 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300101
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase: (b)(4)
Total: (b)(4)
CLIN 3002:
AE: 9790100 2020 00000 6010 2599 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300201: Funding on SUBCLIN 300201 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300201
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)
CLIN 3003:
AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300301: Funding on SUBCLIN 300301 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300301
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase: (b)(4)
$Total_{1}(b)(4)$

CLIN 3004:
AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300401: Funding on SUBCLIN 300401 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300401
Acetng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)
CLIN 3005:
AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300501: Funding on SUBCLIN 300501 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300501
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)
CLIN 3006:
AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300601: Funding on SUBCLIN 300601 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300601
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase (b)(4)

CLIN 3007:

Total (b)(4)

AE: 9/90100.2020 00000 A010 2599 \$49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300701: Funding on SUBCLIN 300701 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300701
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase: (b)(4)
Total: (b)(4)
CLIN 3008:
AE: 9700100 2020 00000 6010 2500 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300801: Funding on SUBCLIN 300801 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300801
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)
CLIN 3009:
AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300901: Funding on SUBCLIN 300901 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300901
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase: (b)(4)
Total (b)(4)
CLIN 3010:

SUBCLIN 301001: Funding on SUBCLIN 301001 is initiated as follows: ACRN: AG CIN: HQ148833800001301001 Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051 Increase (b)(4) Total (b)(4) SUBCLIN 301101: Funding on SUBCLIN 301101 is initiated as follows: ACRN: AF CIN: HQ014883400011000301101 Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077 Increase (b)(4) Total (b)(4) SUBCLIN 301102: Funding on SUBCLIN 301102 is initiated as follows: ACRN: AG CIN: HQ148833800001301102 Acetng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051 Increase: (b)(4) Total (b)(4) SUBCLIN 301103: SUBCLIN 301104: to \$0.00 DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 3001 has been changed from:

QUANTITY UIC **DELIVERY DATE** SHIP TO ADDRESS

POP 01-APR-2009 TO N/A WHS/APSD 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

(b)(2),(b)(6)

FOB: Destination

To:

QUANTITY SHIP TO ADDRESS UIC **DELIVERY DATE**

POP 01-APR-2009 TO N/A WHS/APSD HQ0148

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item for CLIN 3002 has been changed from:

DELIVERY DATE QUANTITY UIC SHIP TO ADDRESS

POP 01-APR-2009 TO N/A WHS/APSD

HQ0148 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

To:

QUANTITY UIC **DELIVERY DATE** SHIP TO ADDRESS

POP 01-APR-2009 TO HQ0148 N/A WHS/APSD

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

HQ0148

The following Delivery Schedule item for CLIN 3003 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD HQ0148

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item for CLIN 3004 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD

31-MAR-2010 DA VID SUITER
WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD HQ0148

31-MAR-2010 DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

The following Delivery Schedule item for CLIN 3005 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

To:

QUANTITY UIC **DELIVERY DATE** SHIP TO ADDRESS

WHS/APSD POP 01-APR-2009 TO N/A HQ0148

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item for CLIN 3006 has been changed from:

UIC **DELIVERY DATE QUANTITY** SHIP TO ADDRESS

POP 01-APR-2009 TO N/A WHS/APSD 31-MAR-2010 DAVID SUITER

HQ0148

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

To:

QUANTITY UIC **DELIVERY DATE** SHIP TO ADDRESS

POP 01-APR-2009 TO N/A WHS/APSD HQ0148

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

The following Delivery Schedule item for CLIN 3008 has been changed from:

DELIVERY DATE UIC QUANTITY SHIP TO ADDRESS

POP 01-APR-2009 TO N/A WHS/APSD 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

To:

UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS

POP 01-APR-2009 TO N/A WHS/APSD HQ0148

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item for CLIN 3009 has been changed from:

DELIVERY DATE UIC **QUANTITY** SHIP TO ADDRESS

POP 01-APR-2009 TO N/A WHS/APSD

HQ0148 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2009 TO 31-MAR-2010

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item for CLIN 3010 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO 31-MAR-2010

N/A

WHS/APSD DAVID SUITER HQ0148

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

To:

DELIVERY DATE

QUANTITY

N/A

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

31-MAR-2010

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

(End of Summary of Changes)

AMENDMENT OF SOLICITA	ATION/MODIFI	CATION OF CONTRACT	1. CONTRACTI	ID CODE	PAGE OF PAGES
	THO WINODITI	——————————————————————————————————————	J		1 3
2. AMENDMENT/MODIFICATION NO.	20-0 1	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECTN	IO.(Happlicable)
P00012	27-May-2009	SEE SCHEDULE			
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)	COL)E	
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209	į	See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, St	ate and Zip Code)	9A. AMENDME	ENT OF SOL	ICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009		,	9B. DATED (SE	-	
			X 10A. MOD. OF HQ0034-06-F-1	CONTRACT 080	'/ORDER NO.
CONTRACTOR			10B. DATED (SEE ITEM I	3)
CODE ONF98	FACILITY CODE	PLIESTO AMENDMENTS OF SOLI	X 28-Mar-2006		
The above numbered solicitation is amended as set forth				7	
Offer must acknowledge receipt of this amendment prior		N 1-2	is extended,	is not extend	led.
(a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which in cludes a ret RECEIVED AT THE PLACE DESIGNATED FOR THE REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies of the amendment; Frence to the solicitation an E RECEIPT OF OFFERS PF endment you desire to chang	(b) By acknowledging receipt of this amending d amending the numbers. FAILURE OF YOUR AND DATE SPECIFIES (E an offer already submitted, such change may be a such change may be such change may be a such change may be a such change may be a s	ent on each copy of the offe ACKNOWLED GMENTT OMAY RESULTIN The made by telegram or lett	OBE	
12. ACCOUNTING AND APPROPRIATION DA					
See Schedule	200				
		MODIFICATIONS OF CONTRACT: ORDER NO. AS DESCRIBED IN ITI			
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.				ADE IN THI	E
B. THE ABOVE NUMBERED CONTRACT/OI office, appropriation date, etc.) SET FORTI	H IN ITEM 14, PURSU	JANT TO THE AUTHORITY OF FA	/E CHANGES (such as R 43.103(B).	s changes in]	paying
D. OTHER (Specify type of modification and a IAW FAR 52.212-4(c) "Changes"	uthority)			-	
E. IMPORTANT: Contractor is not,	is required to sign (this document and return 1	copies to the issning	office.	
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: condrenl091 The purpose of this modification is to add one A added possisition is May 27, 2009 through Oct. of (b)(4)	1086 Assistant Program Man	ager IV for five months (CLIN 3013).	-		
All other terms and conditions remain unchange	ed.				
Except as provided herein, all terms and conditions of the doc	ument referenced in Item 9 A	or 10A, as heretofore changed remains unchan	ged and in full force and of	flict	
15A. NAME AND TITLE OF SIGNER (Type or p		16A. NAME AND TITLE OF COMPRISTIN FULLER / CONTRACTING OFFICER	NTRACTING OFFICE		print)
ISB. CONTRACTOR/OFFEROR	15C. DATE SIGNED	TEL: (703) 896-3959 16B. UNITED STATES OF AMER		16C.	DATE SIGNED
(Semetary of version and the sementary of the sementary o	¥.	BY	5. fuel	27-1	Vlay-2009
(Signature of person authorized to sign)		(Signature of Contracting Off	icer)		,

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4)

The 'Payment will be made by' organization has changed from

DFAS COLUMBUS CENTER

DFAS-CO/SOUTH ENTITLEMENT OPERATIONS

P.O. BOX 182264

COLUMBUS OH 43218-2264

to

DFAS-CO/SOUTH ENTITLEMENT OPERATIONS

P.O. BOX 182264

COLUMBUS OH 43218-2264

SUPPLIES OR SERVICES AND PRICES

SUBCLIN 301103

The option status has changed from Option Exercised to No Status.

SUBCLIN 301104

The option status has changed from Option Exercised to No Status.

CLIN 3013 is added as follows:

Program Manager in accordance with the SOW

NET AMT

ACRN AH

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4)

CLIN 3013:

Funding on CLIN 3013 is initiated as follows:

ACRN: AH

CIN: HQ014883380000003

Acctng Data: 9790100 2020 00000 6010 2591 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 3013:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 27-MAY-2009 TO N/A WHS/APSD 31-OCT-2009 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

(b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 3013:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A Government

(End of Summary of Changes)

A A CENTRA CENTE OF COLLECTE A		1. CONTRACTID CODE	PAGE OF PAGES			
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT		J	1 4	
2. AMENDMENT/MODIFICATION NO.	EFFECTIVE DATE	4. RE QUISTIION/PURCHASE REQ. NO.		5, PROJE	CTNO.(Happlicable)	
P00013	08-Jun-2009	SEE SCHEDULE				
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		CODE		
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		See Item 6				
8. NAME AND ADDRESS OF CONTRACTOR (1	Jo Great County S	tota and 7 in Code)	192	A. AMENDMENT OF	SOLICIT ATION NO.	
JARDON & HOWARD TECHNOLOGIES, INCORPORAT	vo., screet, county, a	tare and zap (sode)				
13501 INGENUITY DR STE 300 ORLANDO FL 32826-3009			9E	B. DATED (SEE ITEM	f 11)	
		-	10	A. MOD. OF CONTR	ACT/ORDER NO	
			×Η	20034-06-F-1080	rotestant.	
				B. DATED (SEE ITE	CM 13)	
CODE ONF98	FACILITY COD			3-Mar-2006		
		PPLIESTO AMENDMENTS OF SOLIC				
The above numbered solicitation is amended as set forth in Offer must acknowledge receipt of this amendment prior					extended.	
(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which in cludes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLED GMENTTO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULTIN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DAT	ΓA (If required)					
See Schedule						
	13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS'ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSU: CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify at	nthority) THE CHANGES SET FORTH	IN ITE	EM 14 ARE MADE IN	THE	
B. THE ABOVE NUMBERED CONTRACT/OF office, appropriation date, etc.) SET FORTH					es in paying	
C. THIS SUPPLEMENTAL AGREEMENT IS				<i>33</i> (B).		
D. OTHER (Specify type of modification and a IAW FAR 52.212-4(c) "Changes"	ut hority)					
E. IMPORTANT: Contractor is not,	is required to sign	n this document and return1	copies	to the issuing office.		
DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: condreni091 The purpose of this modification is to add two Control Administrative Assistants.	ATION (Organized 115					
The Period of Performance for these added posisitions is June 8, 2009 through March 31, 2010 for the current contract period and April 1, 2010 through March 31, 2011 for the next Aw ard Term Period.						
The contract total is increased fron (b)(4)	to (b)(4)	an increase of (b)(4)				
All other terms and conditions remain unchanged.						
			1 10 20 F 1000			
Except as provided herein, all terms and conditions of the doc		0 07 10	WESS.		no ar print)	
15A. NAME AND TITLE OF SIGNER (Type or p	апи)	16A, NAME AND TITLE OF COL KRISTIN FULLER / CONTRACTING OFFICER	R		ре от ришк)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	TEL: (703) 696-3859 16B, UNITED STATES OF AMER		MAIL: kristin.fuller@whs.mil	16C. DATE SIGNED	
15B, CONTRACTOR OF TENOR	TOC. DATE BIONEL	BY TUSTICE	1	freO.		
(Signature of person authorized to sign)		(Signature of Contracting Off			03-Jun-2009	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SE	1449 -	CONTIN	UATION	SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 3014 is added as follows:

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT 10 Months

Administrative Assistant IV
FFP
2 Admin Assistants in accordance with the SOW

NET AMT
(b)(4)
(c)(4)

CLIN 4013 is added as follows:

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT LINIT PRICE (b)(4)

Administrative Assistant IV FFP

2 Admin Assistants in accordance with the SOW

NET AMT (b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased b (b)(4) from to (b)(4)

HQ0148

CLIN 3014:

Funding on CLIN 3014 is initiated as follows:

ACRN: AG

CIN: HQ014883380000004

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 3014:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 08-JUN-2009 TO N/A WHS/APSD 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4013:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 DAVID SUITER

SI-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

(b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

The Acceptance/Inspection Schedule for CLIN 3013 has been changed from:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY N/A N/A Government

To:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

The following Acceptance/Inspection Schedule was added for CLIN 3014:

HQ0034-06-F-1080 P00013 Page 4 of 4

ACCEPT BY INSPECT AT INSPECT BY ACCEPT AT Destination Destination Government Government

The following Acceptance/Inspection Schedule was added for CLIN 4013: INSPECT AT INSPECT BY ACCEPT AT ACCEPT AT ACCEPT BY Destination Government Destination Government

(End of Summary of Changes)

A MENTAL FINE OF GOLLOWS ATTOMATON FOR ATTOMATON OF GOVERN ATT				1. CONTRACTID CODE	PAGE OF PAGES	
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				J	1 13	
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE QUISTION/PURCHASE REQ. NO.		5.PROJ	ECTNO.(Happlicable)	
P00014	03-Aug-2009	SEE SCHEDULE				
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		CODE		
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		See Item 6				
8. NAME AND ADDRESS OF CONTRACT OR (No., Street, County, State and Zip Code)				9A. AMENDMENT OF SOLICITATION NO.		
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 13501 INCENUITY DR STE 300 ORLANDO FL 32826-3009			9B. DATED (SEE ITEM 11)			
						Y 10A. MOD. OF CONTRACT/ORDER NO.
						^ HQ0034-06-F-1080
			10B. DATED (SEE ITEM 13) X 28-Mar-2006			
CODE ONF98 FACILITY CODE 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLIC				3-Mar-2006		
The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Office is extended, is not extended.						
Offer must acknowledge receipt of this amendment prior				300000000000000000000000000000000000000	extended.	
(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLED GMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required)						
See Schedule						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS'ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).						
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X D. OTHER (Specify type of modification and authority) IAW FAR 52.212-4(c) "Changes"						
E. IMPORTANT: Contractor is not, X is required to sign this document and return 1 copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: condrenl091275 The purpose of this modification is to update the SOW with recent changes including adding/deleting/modifying additional and existing personnel. This modification will also activate two part-time seasonal positions previously funded under CLIN 3001 and add two CLINS (3015 and 4014) which will increase the scope of work by one Security Analyst III.						
The Period of Performance for this added position is August 3, 2009 through March 31, 2010 for the current contract period and April 1, 2010 through March 31, 2011 for the next Aw ard Term Period.						
The contract total is hereby changed from $(b)(4)$ to $(b)(4)$ an increase of $(b)(4)$						
All other terms and conditions remain unchanged.						
Except as provided herein, all terms and conditions of the document referenced in Item9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or p		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KRISTIN FULLER / CONTRACTING OFFICER				
	T.	TEL: (703) 696-3859		MAIL: kristin.fuller@whs.mil		
15B. CONTRACT OR/OFFEROR	15C. DATE SIGNEI	16B. UNITED STATES OF AMER	1	foller	16C, DATE SIGNED	
(Signature of person authorized to sign)		(Signature of Contracting Off	ficer)	-	29-Jul-2009	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text: SOW

Washington Headquarters Services Administration and Program Support Directorate Administrative and Professional Services STATEMENT OF WORK January 12, 2006 Revised: August 3, 2009

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Management Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD 0-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 36 Contractor personnel listed herein:

- 3.1 <u>Security Specialist Support Services</u>: Requirement for Two (2) Security Specialist/Analysts to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.2 <u>Facilities Specialist Support Services</u>: Requirement for One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:
- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

- 3.4 <u>Communications Management Support Services</u>: Requirement for Two (2) Communications Specialists and One (1) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web—sites and promotional materials; develop graphics-enhanced presentations, photography—and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

- 3.5 <u>Financial Analyst Support Services</u>: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:
- 3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.
- 3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

- 3.6 <u>Management Analysis and Reporting Support Services</u>: Requirement for One (1) Jr. Management Analyst, Two (2) Sr. Management Analysts and Two (2) Management Analysts to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.6.2. Develop management reporting metrics, life cycle project cost and analyses.
- 3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

- 3.7 <u>Office Management and Special Project Support Services</u>: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:
- 3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.
- 3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

- 3.8 <u>Senior Human Resources Analyst Support Services</u>: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:
- 3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.
- 3.8.2 Manage human resource databases and develop information papers, guidelines and policies.
- 3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

- 3.9 <u>Program Management Support Services</u>: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:
- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

- 3.10 <u>Administrative Support Services</u>: Requirement for Two (2) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:
- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

- 3.11 <u>Junior Security Specialist Support Services</u>: Requirement for One (1) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.12 <u>Junior Facilities Specialist Support Services</u>: Requirement for One (1) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.13 <u>Communications Management Support Services</u>: Requirement for One (1) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

- 3.14 <u>Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services</u>: Requirement for One (1) Continuity of Operations (COOP) Specialist and One (1) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:
- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.
 Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

- 3.15 <u>Management Analysis and Reporting Support Services</u>: Requirement for Two (2) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives, have the ability to resolve customer issues related to the Defense Travel System (DTS) and have experience with a helpdesk operation. Services shall include but are not limited to:
- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.

Develop manpower, internal management controls, and strategic planning programs.

Analyze shared services and other Directorate programs (Defense Travel System, Management Control, Continuity of Operations, Anti-terrorism, corporate communications)

Prepare written reports from analytical projects, including sound recommendations for action

Prepare and present briefings/training

Lead small group meetings and prepare accurate meeting minutes

Prepare plans and track process against plans through follow-up actions

Coordinate work with WHS and OSD offices

Outputs: Produce quality programs, documentation, and reports.

- 3.16 <u>Administration Assistants:</u> Requirement forThree (3) Junior Administration Assistants and Two (2) Sr. Administration Assistants to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply manage
- 3.17 Program Management Assistance: Requirement for One(1) Program Manager Assistant to provide advice, recommendations, and documentation in support of all management analysis and reporting.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

- 6.1 Facilities, Supplies and Services Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.
- 6.2 Information and Documentation The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTERST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate

- of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
- (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
- (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

- 11.1 General
- 11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.
- 11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:
 - (a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;
 - (b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment
 - (c) may otherwise cause a reasonable person to question his/her impartiality.
- 11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.
- 11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.

13.0 **INVOICES**:

- 13.1 Please submit invoices electronically to the COR.
- 13.2 The invoice document shall include as a minimum, the following information in order to **ensure proper** payment:
 - a. Name and address of the contractor (legal and doing business as);
 - b. Cage Code number;
 - c. Invoice number and date;
 - d. Contract number and/or Task Order number;
 - e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
 - f. Period of Performance covered by invoice;
 - g. Name, title and phone number of person to be notified in case of defective invoices.
 - h. Shipment number

14.0 **CONTRACT POC:**

Ms. Kristin S. Fuller Contracting Officer Washington Headquarters Services (WHS) (b)(2),(b)(6)

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 3015 is added as follows:

HQ0034-06-F-1080 P00014 Page 12 of 13

ITEM NO 3015	SUPPLIES/SERVICES Analyst III (Security Anal	QUANTITY 8	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	FFP One Analyst III to provide to multiple offices in all an	advice, recomme			
	ACRN AG			NET AMT	(b)(4)
į	CLIN 4014 is added as follo	WS:			
ITEM NO 4014	SUPPLIES/SERVICES Analyst III (Security Anal FFP	QUANTITY 12 yst)	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	One Analyst III to provide to multiple offices in all an				
				NET AMT	(b)(4)
ACC	OUNTING AND APPROPI	RIATION			
	mary for the Payment Office		ed amount for th	nis document was increased b	p)(4) from
CLIN	to (b)(4) I 3015: ing on CLIN 3015 is initiate				
	ACRN: AG				
)	CIN: HQ014883380000004				
	Acctng Data: 9790100.2020	00000 6010 2591	S49447 DHA	C92051	
	Increase: (b)(4)				
,	Total: (b)(4)				

HQ0148

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 3015:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 03-AUG-2009 TO N/A WHS/APSD 31-MAR-2010 DAVID SUITER

1-MAK-2010 DAVID BUTCH NUMBER OF A MICHIDA

WHS ADMIN AND PROGRAM SUPPORT DIR

DIR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4014:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148

31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

(b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 3015:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

The following Acceptance/Inspection Schedule was added for CLIN 4014:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY Destination Government Government

The following have been deleted:

<u>SOW</u>

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					1. CONTRACTID CODE		
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT		J		1 11	
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJECT	ΓΝΟ.(Ifapplicable)	
P00015	09-Nov-2009	SEE SCHEDULE					
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		COI	DE HQ0	034	
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209-2133	1 120004	WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209			1190		
8. NAME AND ADDRESS OF CONTRACTOR (No Street County S	₹ate and Zin Code)	19	A. AMENDM	ENT OF SO	DLICITATION NO.	
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009	Tion, Missey Commy, 1	The that 2Ap Code)	Ģ	9B. DATED (S	EE ITEM 1	1)	
		<u> </u>	x l	10A. MOD. OF	CONTRAC	CT/ORDER NO.	
		-		HQ0034-06-F- 10B. DATED ([13]	
CODE ONF98	FACILITY COD	DE 2	x :	28-Mar-2006		-	
11.	THISITEM ONLY A	PPLIESTO AMENDMENTS OF SOLICI	IΤA	TIONS			
The above numbered solicitation is amended as set forth	in Item 14. The hour and	date specified for receipt of Offer	i	s extended,	ìs not exte	ended.	
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which in cludes a re RECEIVED ATTHE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies of the amendmen ference to the solicitation a E RECEIPTOF OFFERSI endment you desire to cha rolicitation and this amend	t: (b) By acknowledging receipt of this amendment and amendment numbers. FAILURE OF YOUR AC PRIOR TO THE HOUR AND DATE SPECTFIED 1 nge an offer already submitted, such change may be	tone IKN MAN mad	each copy of the of OWLED GMENT Y RESULTIN e by telegram or let	IO BE		
12. ACCOUNTING AND APPROPRIATION DA							
IT MODI	FIESTHE CONTRAC	'O MODIFICATIONS OF CONTRACTS' T/ORDER NO. AS DESCRIBED IN ITER	М 1-	4.			
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	uthority) THE CHANGES SET FORTH I	N II	ΓEM 14 ARE N	IADE IN T	'HE	
B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR			as changes :	in paying	
C. THIS SUPPLEMENT AL AGREEMENT IS		RSUANT TO AUTHORITY OF:					
χ D. OTHER (Specify type of modification and a IAW FAR 52.212-4(c) "Changes"	authority)						
E. IMPORTANT: Contractor is not,	x is required to sig	n this document and return 1	copi	es to the issuin;	g office.		
DESCRIPTION OF AMENDMENT/MODIFI-where feasible.) Modification Control Number: condrenl10 The purpose of this modification is to swap ou The SOW will change to eliminate one (1) Manato Staffing Objective 3.4. This modification shaped.	28 t tw o (2) positions in agement Analyst fror	the SOW. n Staffing Objective 3.6 and add one (1)		·		cialist	
All other terms and conditions remain unchang							
Except as provided herein, all terms and conditions of the do	cument referenced in Items	DA or 10A, as heretofore changed, remains unchang 16A. NAME AND TITLE OF CON KRISTIN FULLER/CONTRACTING OFFICER				or print)	
LSD COMPRINCE OF CONTROL OF CONTR	LISCO DATE OFCE	TEL: (703) 696-3859		EMAIL: kristin.fulle		C DATE GOVERN	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	16B. UNITED STATES OF AMERI	1	fue	De .	6C. DATE SIGNED 08-Oct-2009	
(Signature of person authorized to sign)		(Signature of Contracting Offi	cer)	1	`		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified: SOW

Washington Headquarters Services Administration and Program Support Directorate Administrative and Professional Services STATEMENT OF WORK January 12, 2006 Revised: August 3, 2009 Revised: October 8, 2009

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Management Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 36 Contractor personnel listed herein:

- 3.1 <u>Security Specialist Support Services</u>: Requirement for Two (2) Security Specialist/Analysts to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.2 <u>Facilities Specialist Support Services</u>: Requirement for One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:
- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

- 3.4 <u>Communications Management Support Services</u>: Requirement for Two (2) Communications Specialists and Two (2) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web—sites and promotional materials; develop graphics-enhanced presentations, photography—and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

- 3.5 <u>Financial Analyst Support Services</u>: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:
- 3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.
- 3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

- 3.6 <u>Management Analysis and Reporting Support Services</u>: Requirement for One (1) Jr. Management Analyst, Two (2) Sr. Management Analysts and One (1) Management Analysts to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.6.2. Develop management reporting metrics, life cycle project cost and analyses.
- 3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

- 3.7 <u>Office Management and Special Project Support Services</u>: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:
- 3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.
- 3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

- 3.8 <u>Senior Human Resources Analyst Support Services</u>: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:
- 3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.
- 3.8.2 Manage human resource databases and develop information papers, guidelines and policies.
- 3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

- 3.9 <u>Program Management Support Services</u>: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:
- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

- 3.10 <u>Administrative Support Services</u>: Requirement for Two (2) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:
- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

- 3.11 <u>Junior Security Specialist Support Services</u>: Requirement for One (1) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources.

 Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.12 <u>Junior Facilities Specialist Support Services</u>: Requirement for One (1) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.13 Communications Management Support Services: Requirement for One (1) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

- 3.14 <u>Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services</u>: Requirement for One (1) Continuity of Operations (COOP) Specialist and One (1) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:
- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.

 Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

- 3.15 <u>Management Analysis and Reporting Support Services</u>: Requirement for Two (2) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives, have the ability to resolve customer issues related to the Defense Travel System (DTS) and have experience with a helpdesk operation. Services shall include but are not limited to:
- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.

Develop manpower, internal management controls, and strategic planning programs.

Analyze shared services and other Directorate programs (Defense Travel System, Management Control, Continuity of Operations, Anti-terrorism, corporate communications)

Prepare written reports from analytical projects, including sound recommendations for action

Prepare and present briefings/training

Lead small group meetings and prepare accurate meeting minutes

Prepare plans and track process against plans through follow-up actions

Coordinate work with WHS and OSD offices

Outputs: Produce quality programs, documentation, and reports.

- 3.16 <u>Administration Assistants:</u> Requirement forThree (3) Junior Administration Assistants and Two (2) Sr. Administration Assistants to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply manage
- 3.17 Program Management Assistance: Requirement for One(1) Program Manager Assistant to provide advice, recommendations, and documentation in support of all management analysis and reporting.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

- 6.1 Facilities, Supplies and Services Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.
- 6.2 Information and Documentation The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTERST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate

- of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
- (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
- (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

- 11.1 General
- 11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.
- 11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:
 - (a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;
 - (b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment
 - (c) may otherwise cause a reasonable person to question his/her impartiality.
- 11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.
- 11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.

13.0 **INVOICES**:

- 13.1 Please submit invoices electronically to the COR.
- 13.2 The invoice document shall include as a minimum, the following information in order to **ensure proper** payment:
 - a. Name and address of the contractor (legal and doing business as);
 - b. Cage Code number;
 - c. Invoice number and date;
 - d. Contract number and/or Task Order number;
 - e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
 - f. Period of Performance covered by invoice;
 - g. Name, title and phone number of person to be notified in case of defective invoices.
 - h. Shipment number

14.0 **CONTRACT POC:**

Ms. Kristin S. Fuller Contracting Officer Washington Headquarters Services (WHS) (b)(2),(b)(6)

(End of Summary of Changes)

	1	. CONTRACTID CODE	PAGE OF PAGE	GES		
AMENDMENT OF SOLICITA	TION/MODIF	TCATION OF CONTRACT		J	1 1 1	4
2. AMENDMENT/MODIFICATION NO.	EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	<u> </u>	5, PROJ	ECTNO.(Ifapplicable)	
P00016	01-Nov-2009	SEE SCHEDULE				
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		CODE H	20034	
WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		_		
8. NAME AND ADDRESS OF CONTRACTOR (1)	No., Street, County.	State and Zip Code)	9A	. AMENDMENT OF	SOLICITATION 1	NO.
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009	Section and address of 7 of		9B.	DATED (SEE ITE)	4 11)	
)	X 10.4 X HC	A. MOD. OF CONTI 00034-06-F-1080	ACT/ORDER NO.	
		-	_	B. DATED (SEE IT:	EM 13)	
CODE ONF98	FACILITY COL	DE >		-Mar-2006		
11, T	HISITEM ONLY A	PPLIESTO AMENDMENTSOF SOLICI	TATI	ONS		
The above numbered solicitation is amended as set forth i	n Item 14. The hour and	date specified for receipt of Offer	is ex	stended, is not	extended.	
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegramwhich includes a refe RECEIVED ATTHE PLACE DESIGNATED FOR THE REJECTION OF YOUR OFFER. If by virtue of this ame provided each telegram or letter makes reference to the so	copies of the amendmen rence to the solicitation RECEIPTOF OFFERS adment you desire to cha	at; (b) By acknowledging receipt of this amendment and amendment numbers. FAILURE OF YOUR AC PRIOR TO THE HOUR AND DATE SPECTFIED I nge an offer already submitted, such change may be	t on each KNOW MAY RI made by	h copy ofthe offer submit VLED GMENTTO BE ESULTIN V telegramor letter,	ed:	
12. ACCOUNTING AND APPROPRIATION DAT	ΓA (If required)					
See Schedule				D.C.		
IT MODIF	IESTHE CONTRAC	CO MODIFICATIONS OF CONTRACTS/CT/ORDER NO. AS DESCRIBED IN ITEM	M 14.			
A. THIS CHANGE ORDER IS ISSUED PURSU: CONTRACT ORDER NO. IN ITEM 10A.	, 1					
B. THE ABOVE NUMBERED CONTRACT/OF office, appropriation date, etc.) SET FORTH					es in paying	
C. THIS SUPPLEMENTAL AGREEMENT ISE				-(-):		
X D. OTHER (Specify type of modification and an IAW FAR 43.103(a) "Bilateral Modification Agr						
E. IMPORTANT: Contractor is not.	is required to sig	n this document and return 1 c	copies	to the issuing office.		
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: condren1109 The purposes of this modification are to:	ATION (Organized	by UCF section headings, including solicit	ation/o	contract subject matt	er	
1. Increase the level of effort for CLIN 3013 by (301301 and 301302) due to a difference in the (b)(4)	five (5) months; 2. 0 e lines of accounting	Change CLIN 3013 to a priced CLIN with t g (LOA); 3. Increase the total contract va	tw o (2 alue by	(b)(4) from	ALINS	
All other terms and conditions remain unchange	d.					
Except as provided herein, all terms and conditions of the doc	ument referenced in Items	9A or 10A, as heretofore changed, remains unchang	çed aud i	in full force and effect.		
15A. NAME AND TITLE OF SIGNER (Type or p	rint)	16A. NAME AND TITLE OF CON	TRAC	TING OFFICER (T	pe or print)	
		KRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3859	EM	IAIL: kristin.fuller@whs.mil		
15B, CONTRACTOR/OFFEROR	15C. DATE SIGNE	D 16B. UNITED STATES OF AMERI	СĄ	-fv@ei	16C. DATE SIGNI	ED
(Signature of person authorized to sign)		(Signature of Contracting Office			30-Oct-2009	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 3013

The pricing detail quantity has increased by 5.00 from 5.00 to 10.00.

The total cost of this line item has increased by (b)(4) from (b)(4) to (b)(4)

SUBCLIN 301301 is added as follows:

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT \$0.00

Provide LOA

FFP

LOA for May 27, 2009 through Oct. 31, 2009.

NET AMT \$0.00

ACRN AH

SUBCLIN 301302 is added as follows:

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT \$0.00

Provide LOA

FFP

LOA for Nov. 1, 2009 through March 31, 2009.

NET AMT \$0.00

ACCOUNTING AND APPROPRIATION

Summary 1	for 1	the	Pay	ment	Office
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CLIN 3013:

AH: 9790100 2020 00000 6010 2591 S49447 DHAC92051 (CIN HQ014883380000003) was decreased by from (b)(4) to \$0.00

SUBCLIN 301301:

Funding on SUBCLIN 301301 is initiated as follows:

ACRN: AH

CIN: HQ01488338000003

Acctng Data: 9790100 2020 00000 6010 2591 S49447 DHAC92051

ncrease (b)(4)

Tota (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 3013 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 27-MAY-2009 TO 31-OCT-2009	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination	HQ0148
		rod. Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 27-MAY-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination	HQ0148

The following Delivery Schedule item has been added to SUBCLIN 301301:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 27-MAY-2009 TO N/A 31-OCT-2009

WHS/APSD DAVID SUITER HQ0148

WHS ADMIN AND PROGRAM SUPPORT

DIR

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 301302:

DELIVERY DATE QUANTITY

UIC

HQ0148

POP 01-NOV-2009 TO N/A 31-MAR-2010

WHS/APSD

DAVID SUITER

SHIP TO ADDRESS

WHS ADMIN AND PROGRAM SUPPORT

DIR (b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for SUBCLIN 301301:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 301302:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY Destination Government Destination Government

The following have been added by full text:

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					1. CONTRACTID CODE		
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT		Ĵ		1 1 3	
2, AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJECTI	NO.(Ifapplicable)	
P00017	23-Dec-2009	SEE SCHEDULE					
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item6)		CO:	DE HQ00:	34	
WHIS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	1 180007	WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209			11333		
8. NAME AND ADDRESS OF CONTRACTOR (No. Street County S	₹ate and Zin Code)	9	A. AMENDM	ENT OF SOI	LICITATION NO.	
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	ito, alou, county, i	with that 21p coale,	9	B. DATED (S	EE ITEM 11)	
		:	X 1	0 A. MOD. OF 100034-06-F-	CONTRAC 1080	T/ORDER NO.	
			1	0B. DATED	SEE ITEM	13)	
CODE ONF98	FACILITY COD)E	X 2	28-Mar-2006	20	*	
11,:	THISITEM ONLY A	PPLIES TO AMENDMENTS OF SOLIC	ITA.	TIONS			
The above numbered solicitation is amended as set forth	in Item 14. The hour and o	date specified for receipt of Offer	is	extended,	ìs not exten	ded.	
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a ret RECEIVED ATTHE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies of the amendnen erence to the solicitation a ERECEIPTOF OFFERS I endment you desire to chau	tt; (b) By acknowledging receipt of this amendmen and amendment numbers. FAILURE OF YOUR AC PRIOR TO THE HOUR AND DATE SPECTFIED nge an offer already submitted, such change may be	t on e CKNO MAY made	ach copy of the of OWLED GMENT RESULTIN by telegram or le	TO BE		
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)						
See Schedule							
		O MODIFICATIONS OF CONTRACTS T/ORDER NO. AS DESCRIBED IN ITE					
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	, <u>,</u>	,,					
B. THE ABOVE NUMBERED CONTRACT/O. office, appropriation date, etc.) SET FORT.	RDER ISMODIFIED H IN ITEM 14. PURS	TO REFLECT THE ADMINISTRATIVE STANT TO THE AUTHORITY OF FAR	E CH	IANGES (such 103(B)	as changes ir	n paying	
C. THIS SUPPLEMENTAL AGREEMENT IS			. (2/2)	105(В).			
D. OTHER (Specify type of modification and a	nut hority)						
E. IMPORTANT: Contractor X is not,	is required to sign	n this document and return	copie	es to the issuin	g office.		
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: condren10. The purpose of this modification is to:		by UCF section headings, including solicit	atio	n/contract subj	ect matter		
Provide a line of accounting (LOA) for Informal 2. Increase the total funded amount for this does not be a second to the control of the		302 $from^{(b)(4)}$ $fc^{(b)(4)}$					
All other terms and conditions remain unchang	ed.						
Except as provided herein, all terms and conditions of the do 15A. NAME AND TITLE OF SIGNER (Type or		PA or 10A, as heretofore changed, remains unchang 16A. NAME AND TITLE OF CON KRISTIN FULLER / CONTRACTING OFFICER	ITR.			or print)	
		TEL: (703) 696-3859		EMAIL: kristin.fulle	r@whs.mil		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	16B. UNITED STATES OF AMERI	ICA	fue	0.	C DATE SIGNED	
(Signature of person authorized to sign)		(Signature of Contracting Offi	icer)		0	6-Jan-2010	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4)

SUBCLIN 301302:

AJ: 9700100.2020 00000 6010.2591 S49447 DHAC03001 (CIN HQ014893030001001) was increased by from \$0.00 t (b)(4)

The contract ACRN AJ has been added.

The CIN HQ014893030001001 has been added.

DELIVERIES AND PERFORMANCE

The following Delivery Schedule Item has been deleted from SUBCLIN 301301:

DELIVERY DATE
QUANTITY
SHIP TO ADDRESS
UIC

POP 27-MAY-2009 TO N/A
31-OCT-2009

N/A

WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule Item has been deleted from SUBCLIN 301302:

DELIVERY DATE
QUANTITY
SHIP TO ADDRESS
UIC

POP 01-NOV-2009 TO
N/A
31-MAR-2010
WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

FOB: Destination

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					1. CONTRACTID CODE		
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT		Ĵ		1 25	
2, AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5.PROJECT	NO.(Ifapplicable)	
P00018	01-Apr-2010	SEE SCHEDULE					
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item6)		CO	DE HQ00	034	
WHIS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209			1133	~ .	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street County S	State and Zin Code)	9	A. AMENDM	ENT OF SC	LICITATION NO.	
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009	ivo, area, county, i	THE MINISTER COME,		B. DATED (S			
		:	X 1	0A. MOD. OF 1Q0034-06-F-	CONTRAC	T/ORDER NO.	
			1	.0B. DATED	SEE ITEM	13)	
CODE ONF98	FACILITY COD	DE .	X 2	28-Mar-2006			
11,5	THISITEM ONLY A	PPLIESTO AMENDMENTS OF SOLIC	ITA:	TIONS			
The above numbered solicitation is amended as set forth	in Item 14. The hour and	date specified for receipt of Offer	is	s extended,	is not exte	nded.	
Offer must acknowledge receipt of this amendment prior (a) By completing Hens 8 and 1.5, and returning or (c) By separate letter or telegram which includes a ret RECEIVED ATTHE PLACE DESIGNATED FOR TH. REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies of the amendmen erence to the solicitation is ERECEIPTOF OFFERS I endment you desire to cha olicitation and this amend	tt; (b) By acknowledging receipt of this amendmen and amendment numbers. FAILURE OF YOUR AC PRIOR TO THE HOUR AND DATE SPECTFIED nge an offer already submitted, such change may be	t on e IKNO MAY made	each copy of the of OWLED GMENT RESULTIN e by telegram or le	TO BE		
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)						
See Schedule							
IT MODII	FIESTHE CONTRAC	O MODIFICATIONS OF CONTRACTS OT/ORDER NO. AS DESCRIBED IN ITE	M 14	1.			
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	othority) THE CHANGES SET FORTH I	N IT	EM 14 AKE I	AADE IN T	HE	
B. THE ABOVE NUMBERED CONTRACT/O. office, appropriation date, etc.) SET FORT.	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR			as changes i	n paying	
C. THIS SUPPLEMENT AL AGREEMENT IS		RSUANT TO AUTHORITY OF:					
X D. OTHER (Specify type of modification and a IAW FAR 52.217-9 Option to Extend the Term							
E. IMPORTANT: Contractor is not,	x is required to sig	n this document and return 1	copie	es to the issuin	g office.		
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: condrenl108 The purposes of this modification are: 1) to exthrough 4015); 2) to increase the total award (modifying section 6.1 and adding section 6.1. contract, including the WAWF instructions, wire	561 ercise the fourth opt amount by(b)(4) 1) to include verbiag	ion period (Aw ard Term Option Tw o) fo from(b)(4) to ﴿(b)(4) e about telew ork and alternate w ork scl	r this	s contract (CL 3) to update	INS 4001 the SOW		
All other terms and conditions remain unchang	ed.						
Except as provided herein, all terms and conditions of the do	cument referenced in Items	0A or $10A,$ as heretofore changed, remains unchang	ged an	ıdin full force and	leffect.		
15A. NAME AND TITLE OF SIGNER (Type or	print)	16A, NAME AND TITLE OF CON KRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3859		ACT ING OFFI EMAIL: kristin,fulle		or print)	
15B. CONTRACT OR/OFFEROR	15C. DATE SIGNEI	16B. UNITED STATES OF AMERI	ICA	fue	00.	C. DATE SIGNED	
(Signature of person authorized to sign)		(Signature of Contracting Offi	cer)		1	9-Feb-2010	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified: SOW

Washington Headquarters Services Administration and Program Support Directorate Administrative and Professional Services STATEMENT OF WORK January 12, 2006

Revised: August 3, 2009 Revised: October 8, 2009 Revised: February 19, 2010

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Management Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 36 Contractor personnel listed herein:

- 3.1 <u>Security Specialist Support Services</u>: Requirement for Two (2) Security Specialist/Analysts to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.2 <u>Facilities Specialist Support Services</u>: Requirement for One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:
- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

- 3.4 <u>Communications Management Support Services</u>: Requirement for Two (2) Communications Specialists and Two (2) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web—sites and promotional materials; develop graphics-enhanced presentations, photography—and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

- 3.5 <u>Financial Analyst Support Services</u>: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:
- 3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.
- 3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

- 3.6 <u>Management Analysis and Reporting Support Services</u>: Requirement for One (1) Jr. Management Analyst, Two (2) Sr. Management Analysts and One (1) Management Analysts to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.6.2. Develop management reporting metrics, life cycle project cost and analyses.
- 3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

- 3.7 <u>Office Management and Special Project Support Services</u>: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:
- 3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.
- 3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

- 3.8 <u>Senior Human Resources Analyst Support Services</u>: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:
- 3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.
- 3.8.2 Manage human resource databases and develop information papers, guidelines and policies.
- 3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

- 3.9 <u>Program Management Support Services</u>: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:
- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

- 3.10 <u>Administrative Support Services</u>: Requirement for Two (2) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:
- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

- 3.11 <u>Junior Security Specialist Support Services</u>: Requirement for One (1) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:
- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources.

 Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

- 3.12 <u>Junior Facilities Specialist Support Services</u>: Requirement for One (1) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.13 <u>Communications Management Support Services</u>: Requirement for One (1) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

- 3.14 <u>Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services</u>: Requirement for One (1) Continuity of Operations (COOP) Specialist and One (1) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:
- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.

 Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

- 3.15 <u>Management Analysis and Reporting Support Services</u>: Requirement for Two (2) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives, have the ability to resolve customer issues related to the Defense Travel System (DTS) and have experience with a helpdesk operation. Services shall include but are not limited to:
- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.

Develop manpower, internal management controls, and strategic planning programs.

Analyze shared services and other Directorate programs (Defense Travel System, Management Control, Continuity of Operations, Anti-terrorism, corporate communications)

Prepare written reports from analytical projects, including sound recommendations for action

Prepare and present briefings/training

Lead small group meetings and prepare accurate meeting minutes

Prepare plans and track process against plans through follow-up actions

Coordinate work with WHS and OSD offices

Outputs: Produce quality programs, documentation, and reports.

- 3.16 <u>Administration Assistants:</u> Requirement forThree (3) Junior Administration Assistants and Two (2) Sr. Administration Assistants to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply manage
- 3.17 Program Management Assistance: Requirement for One(1) Program Manager Assistant to provide advice, recommendations, and documentation in support of all management analysis and reporting.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

6.1 Facilities, Supplies and Services - Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. **Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises or requested to telework on a ad hoc or reoccurring basis.** Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.

6.1.1 Operating Hours And Government Closures

The operating hours WHS consists of an eight-hour daily work schedule, which can begin not earlier than 6:30 AM and end not later than 6:30 PM, Monday through Friday. The generally operating hours are 8:30 AM through 5:00 PM. Alternate Work Schedule (AWS) consists of eight 9-hour workdays, one 8-hour workday and one day off per two week timeframe. If the contractor prefers to work an AWS, it must be approved by and coordinated with the COR.

6.2 Information and Documentation - The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. <u>TRAVEL</u>

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTERST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the

Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
 - (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
 - (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

- 11.1 General
- 11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.
- 11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:
 - (a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;
 - (b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment
 - (c) may otherwise cause a reasonable person to question his/her impartiality.
- 11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.
- 11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in

performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.

13.0 **INVOICES**:

- 13.1 Please submit invoices electronically to the COR.
- 13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:
 - a. Name and address of the contractor (legal and doing business as);
 - b. Cage Code number;
 - c. Invoice number and date;
 - d. Contract number and/or Task Order number;
 - e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
 - f. Period of Performance covered by invoice;
 - g. Name, title and phone number of person to be notified in case of defective invoices.
 - h. Shipment number

14.0 **CONTRACT POC:**

Ms. Kristin S. Fuller Contracting Officer
Washington Headquarters Services (WHS)
b)(2),(b)(6)

The following have been deleted: INVOICING INSTRUCTIONS

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4)	from (b)(4)	to(b)(4)	
The total cost of this contract was increased by	пощеле	μς γ. γ	

SUPPLIES OR SERVICES AND PRICES

CLIN 4001

The option status has changed from No Status to Option Exercised.

CLIN 4002

The option status has changed from No Status to Option Exercised.

CLIN 4003

The option status has changed from No Status to Option Exercised.

CLIN 4004

The option status has changed from No Status to Option Exercised.

CLIN 4005

The option status has changed from No Status to Option Exercised.

CLIN 4006

The option status has changed from No Status to Option Exercised.

CLIN 4007

The option status has changed from No Status to Option Exercised.

CLIN 4008

The option status has changed from No Status to Option Exercised.

CLIN 4009

The option status has changed from No Status to Option Exercised.

CLIN 4010

The option status has changed from No Status to Option Exercised.

					Page 13 of 25
	CLIN 4011 The option status has cl	nanged from No St	tatus to Option	Exercised.	
	CLIN 4012 The option status has cl	nanged from No St	tatus to Option l	Exercised.	
	CLIN 4013 The option status has cl	nanged from No St	tatus to Option l	Exercised.	
	CLIN 4014 The option status has cl	nanged from No St	tatus to Option l	Exercised.	
	CLIN 4015 is added as follo	ws:			
ITEM NO 4015 EXERCISED	SUPPLIES/SERVICES Program Manager IV	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	AMOUN (b)(4)
OPTION	FFP Program Manager in accordance	rdance with the SC)W		
				_	
				NET AMT	(b)(4)
	ACRN AK				(b)(4)
ACC	OUNTING AND APPROPI	RIATION			
	mary for the Payment Office				
	As a result of this modificati	on the total funde	d amount for th	is document was increased	by (b)(4)

from (b)(4) t_0 (b)(4)

CLIN 4001:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002 has been added.

CLIN 4002:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002B) was increased by from $\$0.00 \ \text{tq}^{(b)(4)}$

The contract ACRN AK has been added.

The CIN HQ014800280002B has been added.

CLIN 4003:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002C) was increased by from \$0.00 tc (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002C has been added.

CLIN 4004:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002D) was increased by from \$0.00 tc (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002D has been added.

CLIN 4005:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002E) was increased by from \$0.00 tc (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002E has been added.

CLIN 4006:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002F) was increased by from \$0.00 td (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002F has been added.

CLIN 4007:

AK · 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002G) was increased by from \$0.00 to (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002G has been added.

CLIN 4008:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002H) was increased by (b)(4) from \$0.00 to

The contract ACRN AK has been added.

The CIN HQ014800280002H has been added.

CLIN 4009:

AK: 9700100.2020 00000.6010.2525 S49447 DHAC03006 (CIN HQ014800280002I) was increased by from \$0.00 to (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002I has been added.

CLIN 4010:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002J) was increased by

from \$0.00 t (b)(4) (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002J has been added.

CLIN 4011:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002K) was increased by (b)(4)from \$0.00 to (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002K has been added.

CLIN 4012:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002L) was increased by (b)(4)from \$0.00 to (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002L has been added.

CLIN 4013:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002M) was increased by from \$0.00 to (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002M has been added.

CLIN 4014:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002N) was increased by from \$0.00 to (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002N has been added.

CLIN 4015:

Funding on CLIN 4015 is initiated as follows:

ACRN: AK

CIN: HQ01480028002O

Acctng Data: 9700100.2020 00000 6010 2525 S49447 DHAC03006

Increase: (b)(4)

Total: (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 4001 has been changed from:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)FOB: Destination To: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6)FOB: Destination The following Delivery Schedule item for CLIN 4002 has been changed from: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)FOB: Destination To: UIC DELIVERY DATE QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011

The following Delivery Schedule item for CLIN 4003 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

FOB: Destination

POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)FOB: Destination To: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A HQ0148 WHS/APSD 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6) FOB: Destination The following Delivery Schedule item for CLIN 4004 has been changed from: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)

To:

DELIVERY DATE
QUANTITY
SHIP TO ADDRESS
UIC

POP 01-APR-2010 TO
N/A
WHS/APSD
SHIRLEY, VICTOR
(b)(2),(b)(6)

FOB: Destination

FOB: Destination

The following Delivery Schedule item for CLIN 4005 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A HQ0148 WHS/APSD 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6) FOB: Destination The following Delivery Schedule item for CLIN 4006 has been changed from: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: UIC DELIVERY DATE QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011 FOB: Destination The following Delivery Schedule item for CLIN 4007 has been changed from:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

WHS/APSD POP 01-APR-2010 TO N/A HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A HQ0148 WHS/APSD 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6)FOB: Destination The following Delivery Schedule item for CLIN 4008 has been changed from: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)FOB: Destination To: UIC DELIVERY DATE QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6)FOB: Destination

The following Delivery Schedule item for CLIN 4009 has been changed from:

QUANTITY

SHIP TO ADDRESS

DELIVERY DATE

POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A HQ0148 WHS/APSD 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6)FOB: Destination The following Delivery Schedule item for CLIN 4010 has been changed from: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: UIC DELIVERY DATE QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011 FOB: Destination

The following Delivery Schedule item for CLIN 4011 has been changed from:

QUANTITY

SHIP TO ADDRESS

DELIVERY DATE

POP 01-APR-2010 TO N/A WHS/APSD HQ0148
31-MAR-2011 DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148

31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item for CLIN 4012 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148

31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

(b)(2),(b)(6)

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148

31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item for CLIN 4013 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A HQ0148 WHS/APSD 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6)FOB: Destination The following Delivery Schedule item for CLIN 4014 has been changed from: DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: UIC DELIVERY DATE QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6)FOB: Destination The following Delivery Schedule item has been added to CLIN 4015:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

HQ0148

POP 01-APR-2010 TO N/A 31-MAR-2011

WHS/APSD
SHIRLEY, VICTOR
(b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 4015:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Destination Government

The following have been added by full text:

WHS A&PO WAWF INVOICING INSTRUCTIONS (Mar 2009)

To implement DFARS 252.232-7003, "Electronic Submission of Payment Requests and Receiving Reports (March 2008)", Washington Headquarters Services, Acquisition & Procurement Office (WHS A&PO) utilizes WAWF to electronically process vendor requests for payment. The web based system is located at https://wawf.eb.mil, and allows government contractors and authorized Department of Defense (DOD) personnel to generate, capture, process and track invoice and acceptance documentation electronically. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) is no longer permitted.

The contractor shall ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at http://www.ccr.gov/ and register to use WAWF at https://wawf.eb.mil within ten (10) days after award of the contract or modification incorporating WAWF into the contract. Step by step instructions to register are available at http://wawf.eb.mil.

The contractor is directed to select from the following invoice types:

2-n-1 - if invoicing for Services Only

Combo - if invoicing for Supplies Only

Combo - if invoicing for a combination of Supplies and Services

Cost Voucher - if invoicing for Cost Type/Reimbursable Contracts

**Cost Vouchers are only used when contracts/orders require invoices be sent to DCAA for approval.

Grant and Cooperative Agreement Voucher – if requesting payment for a Grant or Cooperative Agreement

Back up documentation may be attached to the invoice in WAWF under the "Misc Info" tab. Fill in all applicable information under each tab.

The following required information should automatically populate in WAWF; if it does not populate, or does not populate correctly, enter the following information:

Contract Number	GS-00F-0059M
Delivery Order	HQ0034-06-F-1080
Pay DoDAAC	HQ0338

Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extention	
Service Acceptor DODAAC/Extension or	
Ship to DODAAC/Extension or	1100140
Service Approver DODAAC/Extension or	HQ0148
Grant Approver DODAAC/Extension	
DCAA Auditor DODAAC/Extension	
LPO DODAAC	Leave Blank

The Contractor shall verify that the DoDAACs automatically populated by the WAWF system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

The Contractor will need to enter a Shipment (or Voucher) Number in a specific format.

- The correct format for a shipment number for MOCAS invoices is AAAXNNN where A = alpha, X = alphanumeric and N = numeric characters, followed by a "Z" suffix if it is a final invoice. (e.g. SER0001, BVN0002Z, SERA003)
- WAWF will affix the prefix "SER" for 2-in-1 invoices and prefix "BVN" for cost vouchers to the Shipment (or Voucher) Number fields. For Combo documents, the contractor may enter their own three letter prefixes.

Take special care when entering Line Item information. The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- <u>Item Number</u>: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. 0001AA) or Informational SLIN (e.g. 000101), otherwise use the 4 character CLIN (e.g. 0001).
- Unit Price
- Unit of Measure
- <u>ACRN</u>: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

Note - DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ACRN.

Before closing out of an invoice session in WAWF but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the following email address (b)(2),(b)(6) in the first email address block and (b)(2),(b)(6) in the following blocks. This additional notification to the government is important to

ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.

(End of Summary of Changes)

AMENDMENT OF SOLICITA	ATION/MODIF	TCATION OF CONTRACT	1. CONTRACTID COI	DE PAGE OF PAGES
MILITARIEM OF BOUNCER			J	1 3
2, AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5, PR	OÆCTNO (Happlicable)
P00019	31-Mar-2011	SEE SCHEDULE		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item6)	CODE	
WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No. Street County.	State and Zin Code)	9A. AMENDMENT (OF SOLICITATION NO.
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009	in, aros, county,	orac and sap code;	9B. DATED (SEE IT	EM 11)
3KB 11B6 E3232 3363		-	¥ 10A. MOD. OF CON	TRACT/ORDER NO
			^ HQ0034-06-F-1080	
CODE ONF98	FACILITY COL	DE .	10B. DATED (SEE I X 28-Mar-2006	TEM 13)
		PPLIESTO AMENDMENTS OF SOLIC	CITATIONS	
The above numbered solicitation is amended as set forth	in Item 14. The hour and	date specified for receipt of Offer	is extended, is n	ot extended.
Offer must acknowledge receipt of this amendment prior	r to the hour and date spec	l ified in the solicitation or as amended by one of th	ne following methods:	
(a) By completing Items 8 and 15, and returning	copies of the amendmer	nt; (b) By acknowledging receipt of this amendmen	nt on each copy of the offer subm	nitted;
or (c) By separate letter or telegram which includes a re				
RECEIVED AT THE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this am				
provided each telegram or letter makes reference to the s	- and the sent consistent of the state of the sent of	and analysis of the control of the c	Support Supplies and the Supplies of the Suppl	
12. ACCOUNTING AND APPROPRIATION DA	ATA (If required)			
See Schedule	M ADDITEGONO 31.0		VODINEDE	
		O MODIFICATIONS OF CONTRACTS T/ORDER NO. AS DESCRIBED IN ITE		
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	uthority) THE CHANGES SET FORTH	IN ITEM 14 ARE MADE	IN THE
B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT				nges in paying
C. THIS SUPPLEMENT AL AGREEMENT IS IAW FAR 52.217-8 "Option to Extend Service		RSUANT TO AUTHORITY OF:		
D. OTHER (Specify type of modification and	authority)			
E. IMPORTANT: Contractor is not,	χ is required to sig	n this document and return1	copies to the issuing offic	e.
14. DESCRIPTION OF AMENDMENT/MODIFI where feasible.) Modification Control Number: condrenl11. The purpose of this modification is to:		by UCF section headings, including solici	tation/contract subject m	atter
Company Company was established and the contraction of the contraction	N: 60 mm		151 257	22
(1) utilize FAR 52.217-8 "Option to Extend Servat the rates specified in this contract,	rices" as the Govern	ment requires continued performance o	of the services within the	limits and
(2) add CLIN 5001 and extend the Period of Period (3) increase the current contract from (b)(4)	rformance (POP) by by (b)(4)	one (1) month, from April 1, 2011 to Ap	ril 30, 2011,	
All other terms and conditions remain unchang	ed.			
Except as provided herein, all terms and conditions of the do	cument referenced in Items	9A or 10A, as heretofore changed, remains unchan	ged and in full force and effect.	
15A. NAME AND TITLE OF SIGNER (Type or	print)	16A. NAME AND TITLE OF COL DENNISLUQUETTE/CONTRACTING OFFICE		Type or print)
		TEL: 703-696-4042	EMAIL: Dennis.Luquette@	whs.mil
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	D 16B. UNITED STATES OF AMER		16C, DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Off	en o	. 24-Mar-2011
EXCEPTION TO SF 30		30-105-04		 RD FORM 30 (Rev. 10-83)

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$308,351.98 from \$14,586,766.16 to \$14,895,118.14.

SUPPLIES OR SERVICES AND PRICES

CLIN 5001 is added as follows:

ITEM NO 5001	SUPPLIES/SER VICES APSD Support Services FFP	QUANTITY I	UNIT Each	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	Extend services IAW FAR	52.217-8 "Option	to Extend Se	ervices"	
				-	
				NET AMT	(b)(4)
	ACRN AL				(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by $t_{(b)(4)}^{(b)(4)}$ from

CLIN 5001:

Funding on CLIN 5001 is initiated as follows:

ACRN: AL

CIN: LMC0324201110010001

Acctng Data: 9710100.2020 00000 6010 251A S49447 DHAC12119

Increase: (b)(4)

Total: (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 5001:

HQ0034-06-F-1080 P00019 Page 3 of 3

HQ0148

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2011 TO N/A WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6) 30-APR-2011

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 5001: INSPECT AT INSPECT BY ACCEPT AT ACCEPT AT ACCEPT BY Destination Government Destination Government

(End of Summary of Changes)

AMENDMENT OF SOLICITA	ATION/MODIF	TCATION OF CONTRACT	1. CONTRACTID COD:	E PAGE OF PAGES
Tanta William OF BOLICITY			J	1 3
2, AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5, PRO	ECTNO (Happlicable)
P00020	01-May-2011	SEE SCHEDULE		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item6)	CODE	
WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County.	State and Zip Code)	9A. AMENDMENT O	F SOLICITATION NO.
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009		sale and Exp sole,	9B. DATED (SEE ITE	M 11)
			X 10 A. MOD. OF CONT HC0034-06-F-1080	RACT/ORDER NO.
			10B. DATED (SEE IT	EM 13)
CODE ONF98	FACILITY COL	DE	X 28-Mar-2006	
11,	THISITEM ONLY A	PPLIESTO AMENDMENTS OF SOLIC	CITATIONS	
The above numbered solicitation is amended as set forth	in Item 14. The hour and	date specified for receipt of Offer	is extended, is no	t extended.
Offer must acknowledge receipt of this amendment prio (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a re RECEIVED ATTHE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this an provided each telegram or letter makes reference to the s	copies of the amendmen ference to the solicitation ERECEIPTOF OFFERS and ment you desire to cha	at; (b) By acknowledging receipt of this amendmen and amendment numbers. FAILURE OF YOUR A PRIOR TO THE HOUR AND DATE SPECTFIED nge an offer already submitted, such change may b	nt on each copy ofthe offer submi .CKNOWLED GMENTTO BE MAY RESULTIN e made by telegram or letter,	tted:
12. ACCOUNTING AND APPROPRIATION DA	ATA (If required)			
See Schedule				
		O MODIFICATIONS OF CONTRACTS T/ORDER NO. AS DESCRIBED IN ITE		
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	IANT TO: (Specify a	uthority) THE CHANGES SET FORTH	IN ITEM 14 ARE MADE I	N THE
B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT				ges in paying
X C. THIS SUPPLEMENT AL AGREEMENT IS IAW FAR 52.217-8 "Option to Extend Service		JRSUANT TO AUTHORITY OF:		
D. OTHER (Specify type of modification and	authority)			
E. IMPORTANT: Contractor is not.	X is required to sig	n this document and return1	copies to the issuing office	L
DESCRIPTION OF AMENDMENT/MODIFI where feasible.) Modification Control Number: condrenl11 The purpose of this modification is to:		by UCF section headings, including solici	itation/contract subject mat	ter
 (1) utilize FAR 52.217-8 "Option to Extend Sen at the rates specified in this contract; (2) extend the Period of Performance (POP) or (3) increase the current contract fron (b)(4) 				imits and
		(0)(1)		
All other terms and conditions remain unchang Except as provided herein, all terms and conditions of the do		0.4 or 10.5 as heretofore duminal remains we also asset	aged and in full force and effect	
15A. NAME AND TITLE OF SIGNER (Type or		16A. NAME AND TITLE OF CO.	1771	vne or print)
TOAL MAINTE AND TITLE OF SIGNER (Type of	Бите)	DENNIS LUQUETTE / CONTRACTING OFFICE TEL: 703-696-4042		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	D 16B. UNITED STATES OF AMER		16C. DATE SIGNED
				21-Apr-2011
(Signature of person authorized to sign)		(Signature of Contracting Off		21-Apr-2011
EXCEPTION TO SF 30		30-105-04	ST AND AR	D FORM 30 (Rev. 10-83)

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

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SOLICITATIO	ON/CONTRACT FORM				
The	total cost of this contract was i	ncreased by (b)(4)	from(b)(4)	to (b)(4)	
The	issued by' organization has ch WHS ACQUISITION & (b)(2),(b)(6) ARLINGTON VA 22209 to WHS - ACQUISITION I 1155 DEFENSE PENTA WASHINGTON DC 203	anged from PROCUREMENT OFF DIRECTORATE GON			
The	administered by' organization WHS ACQUISITION & (b)(2),(b)(6) ARLINGTON VA 22209 to WHS - ACQUISITION I 1155 DEFENSE PENTA WASHINGTON DC 203	PROCUREMENT OFF 9 DIRECTORATE GON	TICE		
SUPPLIES OF	SERVICES AND PRICES				
The	of the pricing detail quantity has increased and price amount has decreased total cost of this line item has ited. GAND APPROPRIATION	reased by 2.00 from 1.00 ed by (b)(4) from (b)(4) increased b	to 3.00 t ₍ (b)(4) from (b)(4)	((b)(4)	
	t of this modification, the total to (b)(4)	l funded amount for this	document was inc	preased by (b)(4)	fror
CLIN 5001:					
AL: 9710 (b)(4) fr	100 2020 00000 6010 251A Son (b)(4) to (b)(4)	49447 DHAC12119 (CI	N LMC032420111	10010001) was incre	ased by
DELIVERIES	AND PERFORMANCE				

The following Delivery Schedule item for CLIN 5001 has been changed from:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2011 TO N/A WHS/APSD HQ0148
30-APR-2011 SHIRLEY VICTOR
(b)(2),(b)(6)

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2011 TO N/A WHS/APSD HQ0148
30-JUN-2011 SHIRLEY, VICTOR
(b)(2),(b)(6)

FOB: Destination

(End of Summary of Changes)